

# **Jesse M. Smith Memorial Library**

## **Meeting Room Policy**

Approved by the Library Board of Trustees 5/12/2022

The Jesse M. Smith Library makes its meeting rooms available, free of charge, for use by non-profit organizations for non-commercial, cultural, educational and civic purposes. Meeting rooms are not available for commercial, personal or private use. All meetings must be free and open to the public.

Room availability is contingent on there being no conflict with Library programs and meetings or Town programs and meetings, which have first priority at all times.

Each organization requesting use of a meeting room must complete an application before scheduling a meeting at the library. Applications must be completed by an adult (18+) who assumes responsibility for the group's usage of the room. A completed application must be submitted and photo ID of the adult assuming responsibility for the group's usage of the room must be presented.

Groups (and their members, and member's heirs, executors and administrators) using library meeting rooms waive, release, and hold harmless the Town of Burrillville and/or the Jesse M. Smith Memorial Library, its staff, officers, agents, employees, representatives, successors, and assign of and from all rights/claims for damages, loss to person or property, which may be sustained or occur before, during or after participation in the programs offered at the library or anywhere on the premises, including the parking lot and meeting room.

Any bookings of the Library's meeting rooms are subject to "bumping" for Library programs and meetings, and Town programs and meetings, which have first priority at all times.

Permission to any organization to use a meeting room does not constitute endorsement by the Jesse M. Smith Library of that organization's philosophy or objectives.

Decisions as to the use of the meeting rooms by any organization will be made by the Library Director/Board of Trustees. The Library Board of Trustees reserves the right to deny any meeting room application after review.

Upon review of the application, the Library will contact the organization to confirm bookings.

The meeting rooms may be booked:

- Monday, Tuesday, Wednesday, Thursday: 9:00 am-7:45 pm
- Friday and Saturday: 9:00 am-3:45 pm  
(In summer Saturday: 9:00 am to 1:45 pm)

**The following rooms are available for meetings:**

### **The Community Room**

- Room Capacity: 50 persons / 35 persons with tables.
- If beverages or food are to be served, arrangements for kitchen use must be made at the time the room is scheduled. Prepared food and beverages only are allowed. There is no cooking of any kind allowed in this room.

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### **The Small Conference Room**

- Room capacity: 19 persons with tables.
- No food or beverages are allowed in this room.

### **The Stillwater Room**

- Room Capacity: 12 persons with tables.
- If beverages or food are to be served, arrangements must be made at the time the room is scheduled. Prepared food and beverages only are allowed. There is no cooking of any kind allowed in this room.

### **Guidelines for meeting room use:**

- Rooms can be booked no more than 3 months in advance.
- The library needs at least 48 hours advance notice for booking requests.
- All publicity for meetings held in the Library must carry the name and phone number of the organization sponsoring the meeting. The Library may not be identified as the sponsor.
- All groups are required to leave the room in a neat, clean, orderly condition. The room must be returned to the condition in which it was found. A \$100.00 cleaning fee will be charged to any group not returning the room to the condition in which it was found. Repeated cleaning room charges will result in the group being barred from using library meeting rooms.
- Organizations are responsible for paying for any breakage or damage to library property.
- Groups will lose the right to use library meeting rooms for repeated “no shows”.
- The library is not responsible for room or equipment set up.
- The library has tables and chairs available. The organization is responsible for setting them up and returning them to storage.
- Solicitation of library patrons or staff for money, products, services or causes including requests for the signing of political, religious or other petitions is not permitted.
- Smoking is prohibited by state law.

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- Use of alcoholic beverages is prohibited.
- No signs or posters may be affixed to walls or doors.
- Dates for reoccurring group usage (i.e. weekly or monthly meetings) can be booked only in two months increments.