

WOONSOCKET HARRIS PUBLIC LIBRARY MEETING ROOM POLICY

The Woonsocket Harris Public Library main program room is available for programs and meetings by application. This room is specifically for meetings and exhibits of a cultural, educational, or civic nature. It may not be used to conduct business. It is not available on legal holidays, or other times when the library is not open. Library sponsored events will take precedence over all others. The Director/Assistant Director has the discretion to deny applications for cause.

GENERAL REGULATIONS

1. To reserve the room, fill out an application online or call 401-769-9044 to inquire. The Director has the discretion to waive written applications for previous users of the room.
2. The room is booked on a first come first served basis. Cancellation notice is appreciated.
3. A group/agency may not reserve the room in advance more than three times in one month.
4. A group/agency may not reserve the room in advance, at the same time each month, for more than three consecutive months.
5. A group/agency may not reserve the room more than five times within a year (unless it is an official library sponsored program).
6. No admission fee may be charged, nor any collection taken. Memberships and dues payment may not be solicited. Events held in conjunction with the library may charge a fee for the cost of supplies and/or a refundable registration fee.
7. The Director, Assistant Director, or Board of Library Trustees reserves the right to approve any literature distributed.
8. Smoking is prohibited indoors and within a 50-foot perimeter of the building. This includes the use of all smoking and tobacco products and paraphernalia including cigar pipes, chewing tobacco, vaping pens, electronic cigarettes and all other forms of smoking not listed here.
9. The library is NOT responsible for loss of, or damage to, any items left unattended in the program room.
10. Children under age 10 may not be left unattended in the library during a meeting.
11. Refreshments are permitted in the program room only. Alcohol is prohibited. Please be mindful of spills and crumbs. The kitchen area and refrigerator may be used but should be returned to the condition in which they were found.
12. Fire regulations require a room capacity of no more than 65 persons.
13. If the fire alarm sounds, YOU MUST QUICKLY EXIT, regardless of whether it is a false alarm. Please use the program room's marked exit doors.

ADDITIONAL REGULATIONS FOR FOR-PROFIT BUSINESSES

Use of the community room by for-profit entities is allowed under the following guidelines:

1. The event must be open to the general public.
2. No sign in sheets are allowed.
3. At no time may a business directly suggest that someone call or contact them.
4. Business cards and brochures may not be handed out to any attendees. However, materials may be displayed on a table and attendees may take the materials if they wish. Such materials should provide general information of interest. **Business information is limited to name, address, phone number (such as might be found on a business card or stamped onto a general information brochure).**
5. The Library Director may request copies of all materials to be distributed before the program in order to determine their appropriateness.
6. The Library Director reserves the right to deny materials distribution if they are not according to guidelines above.

I have read the regulations for use and understand and accept them. The application follows on the next page.

Signature

Print Name

APPLICATION FOR MEETING ROOM

The meeting room books up quickly. This application does not hold or confirm your request. You will be contacted to confirm availability. Maximum room capacity is 65 people (without table set-up). For questions, please call 401-769-9044 and ask for Administration.

Date: _____ Approximate number attending: _____

General topics covered: _____

Date of program: _____ Time requested: _____

Organization name: _____

Address: _____

Contact person: _____

Phone number: _____ Email: _____

Will you require (please enter "yes" if needed):

Presentation laptop (PC available): _____

Projector: _____ Will you need audio: _____

Video conferencing camera: _____

Podium with Microphone: _____

Wireless Microphone: _____

Laptops for instruction and how many: _____

Smartboard: For availability, please call 401-769-9044 and ask for Administration.

Dry-Erase white board: _____

Other: _____

Do you require tables set up and how many? _____

Will you be serving refreshments? _____

You are welcome to use the kitchen area. Please clean area and pick up trash after use.

PLEASE NOTE FIRE EXITS. IF ALARM SOUNDS, YOU MUST LEAVE THE BUILDING.

For Staff Use: Date Confirmed _____ Initials _____ Added to Calendar Y or N