

Newport Public Library Meeting Room Policy

In keeping with the Library's mission to strengthen the community by providing opportunities that support lifelong learning, encourage inspiration, imagination and enjoyment and connect people to each other and to the rest of the world, the Library makes its meeting rooms available to the community. Use of the meeting rooms does not imply endorsement of ideas expressed in the meetings or of the goals and objectives of the organization, group or individual requesting use of the meeting rooms.

The Library Board of Trustees subscribes to the tenets of the Library Bill of Rights, which states in part, "Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Scope: This policy covers the use of the Program Room, Rotary Board Room, Stride Room and Aquidneck Room.

Definitions:

The **Program Room** is on the lower level with a seating capacity of 72 and includes a stage and access to an associated kitchenette allowing for the serving of light refreshments.

The **Rotary Board Room** is a smaller room on the lower level designed to be used as a board room with a seating capacity of 20 around a large table with extra seating.

The **Stride Meeting Room** is adjacent to the Rotary Board Room and is designed for more informal meetings and has a seating capacity of 20.

The **Aquidneck Room** is adjacent to the Program Room with a table and 8 chairs. The room is not suitable for video projection due to its small size.

The meeting rooms are available at no charge on equal terms to all non-profit groups or individuals except:

- Priority for use of the facilities is given first to Library activities and functions.
- Meetings of a purely social nature are excluded.
- For-profit cultural and community groups may meet for no charge under certain circumstances at the discretion of the Library Director. These include but are not limited to music and dance recitals, theatrical plays, music concerts and film showings provided they are open to the public, no admission is charged, and no solicitation or sale of services or product takes place.
- Meetings that in the judgment of the Library Director would interfere with, impede or disrupt the operations of the Library are also excluded.

The meeting rooms are available for use by for-profit organizations at the following rates:

Stride Room:	\$100 per hour
Rotary Room:	\$125 per hour
Program Room:	\$300 per hour
Aquidneck Room:	Not available to for-profit organizations

However, Library related and not for-profit meetings will take priority.

Meeting rooms are available on a first come first serve basis.

In addition, these guidelines shall be followed:

- No person or organization using the rooms may discriminate on the basis of race, color, national origin, sex, religion or disability.
- Meetings may be held only during the Library's regularly scheduled hours of service and shall end at least 15 minutes before the normal closing hours of the day.
- Meetings may be scheduled up to three months in advance.
- No admission fees may be charged, no collections taken, nor may donations be accepted or solicited at any meeting
- No single group may have more than two meetings in a one-month period unless the Library is a co-sponsor or with prior approval of the Library Director.
- Use of alcoholic beverages requires prior permission of the Library Board of Trustees, a certificate of insurance and a signed indemnification.
- Smoking is not permitted.
- Nothing may be affixed or mounted in any way to the walls of the Library.
- Forums or informational meetings about political candidates are allowed but no attendee names, addresses, e-mail addresses or other personal information may be gathered at the time of the meeting.
- Buying or selling of products or services is permitted only at events in support of or sponsored by the Library. Meeting rooms are not available for the sale, advertising or promotion of commercial products or services, or for solicitation of later sales or order placement.
- Groups or individuals using the meeting room may not imply that the meeting is sponsored or endorsed by the Library. All advertising and public notices of an event being held in a Library meeting room must clearly designate the organizational sponsorship. An organization or group may not use the Library address or include the Library's phone number in its advertising.

Meeting Room User Responsibilities:

Organizations wishing to use the meeting rooms must complete an application form that is signed by an individual assuming responsibility for the room and any Library equipment provided. These applications will be kept on file for one year and must be renewed by the anniversary date of the application for continued room booking. These applications must be updated as needed if the responsible person changes.

- Each use of a Library room must be booked in advance. Room set up and equipment needed must be requested at the time of booking.

By completing the application to use the Library facilities, the applicant is agreeing to the following:

- It is the responsibility of the person signing as authorized representative of the organization to ensure the safety and security of attendees as well as the Library facility and observe Library policies regarding behavior in the Library.
- The Library must be notified prior to a scheduled meeting if the group will not be using the meeting room as booked. Failure to notify the Library may result in loss of meeting room privileges.
- Organizations using a room for an event or services for children will provide adequate supervision at all times.
- Groups agree to restore the area to its original clean condition and agree to pay for any and all damages to Library property that occur while property is being used by the applicant.
- Groups agree to vacate their reserved facilities on or before the time specified in the request.
- Groups may not store supplies or equipment in the Library facility.
- Groups showing videos should be aware of the provisions of copyright laws and should display only videos that include public performance rights.
- A representative of the group will notify Library staff when the meeting has ended and the room is cleared. Groups using Library equipment should not leave it unattended at the end of a meeting but should remain in the room until a staff member arrives.

Staff Assistance

- Authorization for Library facility use does not include use of Library staff other than to provide access to the facility and to determine that the room arrangement and equipment requested are provided as agreed upon at the time of booking.
- Any additional demands on staff time relating to the scheduled meeting will result in the organization being billed for this service.

The Board of Trustees of the Newport Public Library has ultimate responsibility for the use of the facility and reserves the right at its sole discretion to deny any application for such use after review of the application and such action is deemed in the best interest of the Library.

Revised: February 18, 2016

**NEWPORT PUBLIC LIBRARY
MEETING ROOM
SET UP INSTRUCTIONS**

- ___ Program Room – Large room with stage Capacity: 72 people
Limited kitchen facilities are available
- ___ Rotary Board Room – Formal boardroom Capacity: 20 people
- ___ Stride Meeting Room – Informal meeting room Capacity: 20 people

Name of Organization: _____

Date & Time: _____

Estimated Attendance: _____

AV equipment must be requested in advance. Use is subject to availability.

Video Projector

Laptop Computer

Program Room only:

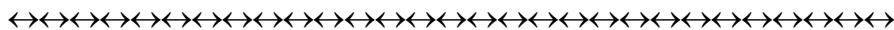
chairs: _____ # tables: _____

Podium _____

Use of kitchen _____

Sound System _____

Assistive Listening Device for the hearing impaired is available upon request.



Contact Information:

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