



Meeting Rooms

Purpose: To establish guidelines for use of the meeting rooms at the Newport Public Library (“the Library”).

Definition: The Library welcomes everyone to use its meeting rooms. Use of the meeting rooms runs parallel to 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 and its Board of Trustees subscribe to the Library Bill of Rights as promulgated by the American Library Association. This updated policy, upon approval by the Library’s Board of Trustees, supersedes all other versions.

The Library uses LibCal as its tool for requesting, reserving, and confirming meeting room access. The Library encourages those seeking to reserve a meeting room to use this service to minimize confusion.

The Library meeting rooms are available for the benefit of Newport residents, as well as for civic, cultural, educational, and philanthropic nonprofit groups—e.g., a registered 501(c)3 charity—free of charge. The Library especially welcomes the Friends of the Newport Library; municipal, county, state, and federal departments, and their commissions and agencies; also, school departments and the committees dedicated to their administration.

For the purposes of this policy, “individual” refers to the person who reserves a meeting room on behalf of an organization or group and who bears all responsibility for that body. Meeting rooms are not available for one person to use on his or her own; instead, the Library offers a Quiet Study Room in the Reference Department.

Meeting rooms may be reserved by any adult who is 18 years or older. At least one adult 18 years or older must be present at all times and is capable of assuming full supervisory responsibilities.

Meeting room reservations must not interfere with the normal operating procedures of the Library. To ensure that the Library is prepared to host meetings, all room reservations must be approved at least seven days in advance. The Library will not accommodate unscheduled or spontaneous meeting room requests for the Rotary, Stride, or Program Rooms.

The principal use of the meeting rooms is for Library programs. The Library regards its meeting rooms as an amenity for the public that is parallel to the Library’s mission as stated above. The Library maintains the sole right to reserve any room for future use. Its boards, committees, agencies, and programs have priority at all times, extending to the Library’s right to reschedule, reassign, or cancel previously booked rooms.

The Library seeks to grant equality of access at all times. However, use of the meeting rooms in no way implies endorsement of ideas expressed in the meetings or the goals of the organization or group making the reservation. Room requests that are made by individuals for the purpose of dispensing advice on

medical, legal, or financial matters will not be granted. Exceptions may be made for governmental agencies whose expertise has been vetted by their established associations.

No organization or group using a meeting room may discriminate on the basis of race, color, age, nation of origin, sex, religion, disability, sexual orientation, or gender identity.

Any organization or group that knowingly misrepresents its purpose through false, misleading, or incomplete statements in order to secure a room reservation will have future room reservations canceled.

Library meeting rooms are to be free and open to the public. No person seeking entry to a meeting may be denied access. Social events (birthday or anniversary parties, bridal or baby showers, retirement parties, memorials, et al.) will not be accommodated.

The Library Director is the agent of the Board of Trustees in whom management of all Library facilities is vested. The Library Director is entrusted with making decisions that are in the best interests of the Library and the community.

Meeting Rooms Offered by the Newport Public Library:

<u>Name</u>	<u>Capacity</u> ¹	<u>Room Fees</u> ²	<u>Amenities</u>
Program Room	72	\$100.00-300.00	Attached kitchenette for light refreshments ³ , stage, podium, microphone, DVD player, assisted listening devices
Rotary Room	20	\$50.00	White board, board room setting, projection screen, assisted listening devices
Stride Room	16	\$50.00	Board room setting, assisted listening devices
Aquidneck Room ⁴	2-8	NA	See note.

¹ Fire and safety codes strictly prohibit attendance is excess of the room's capacity.

² Rental fees may be applicable to groups that are not certified 501(c)3 organizations. Restrictions regarding the sale, promotion, or merchandising of products remain in force.

³ Cleaning fees may apply.

⁴ The Aquidneck Room is not equipped with amenities. It is available on a first-come, first-served basis from opening to 5:00 p.m. Requests for the Aquidneck Room from 5:00 p.m. to one half hour before closing will be accepted.

Registrants' Acknowledgements:

Nonprofit organizations registered as a 501(c)3 may be asked to provide a certificate that confirms its status. The Library maintains its right to assess a meeting room fee to nonprofit associations that are organized as anything other than a 501(c)3.

Meetings may only be held during the Library's regularly scheduled hours. All rooms must be vacated at least 15 minutes before closing.

As a shared resource, the Library is committed to ensuring that all residents of Newport have access to its meeting rooms. This reflects the rules and policies that govern all other materials that the Library offers and holds in trust for the city of Newport. Therefore, the Library maintains its sole right to restrict any group, organization, or corporate entity from reserving a room more than twice in one calendar month.

No alcohol, tobacco, or illegal substances may be consumed on Library property. Smoking is only allowed at a distance of more than 25 feet from the Library's entrances.

Requests for particular seating arrangements, audiovisual equipment, kitchenette access, et al., must be made at the time the reservation is submitted. Library staff assistance, beyond providing access to the meeting rooms and ensuring that previously arranged facilities are in place, will not be supplied. At no time will staff be available to assist with the operation of personal devices such as laptops, tablets, smartphones, and the like.

Those seeking to reserve a meeting room may do so for dates up to three (3) months in advance in the present year. Reservation requests for the following year may be made after December 14th. Policies regarding the frequency of reservations within a calendar month (mentioned above) are to be honored.

Nothing is to be affixed, taped, tacked, hung, or otherwise displayed on the Library's walls at any time or for any reason. The Library maintains its sole right to remove signs, banners, or displays without mitigation. Please ask about free-standing sign holders.

No organization or group may imply that the Library is a sponsor, co-sponsor, or beneficiary of the meeting, or in any way suggest that the Library endorses the purpose of the meeting. Publicizing of events to be held at the Library must clearly state the organizational sponsorship. The location of the meeting (i.e., "300 Spring St., Newport") is the sole designation permitted. The Library's name and/or telephone number may not be used when publicizing the event for which a meeting room has been reserved. The Library will not post publicity notices for booked meeting rooms on its website or social media platforms.

Political forums or information sessions that seek to aid the voters of Newport are welcome, but the rooms are not to be used for canvassing, or for the solicitation of names, addresses (home or email), or any personal information that would aid a candidate, party, or other group in furthering its agenda.

In the absence of stated policy, the organization or group must follow Library staff instructions at all times.

Meeting room reservations are only confirmed once the Library Director or a designee has approved the request.

Meeting Room Use and Its Responsibilities:

The person or persons who make the meeting room reservation assumes all responsibility for the room and any Library equipment provided. Damage assessment will be undertaken by the Library's Property Manager who will compose a complete report. This report will be readily available to the organization or group who reserved the meeting room.

Should a cancellation become necessary please inform the Library as soon as possible by calling the Library's administrative office or the Library's Reference department. The Library reserves the right to deny meeting room privileges to groups who do not honor their reservations without notifying the Library.

- Library Administration: Monday-Friday, 8:00 a.m. to 4:00 p.m. 401-847-8720 x100
- Reference Desk: Monday-Friday, 4:00 p.m. to closing. 401-847-8720 x208

Meetings at which children under the age of 18 are present require adult supervision at all times.

The Library cannot store or keep supplies or equipment for meetings within the building.

Organizations or groups that wish to show films, stream video, or otherwise display copyrighted materials must be aware of laws that govern public performance rights of the copyright holder(s).

Please notify a staff member when the meeting has ended so that the room may be secured, equipment stored, and the facility cleaned.

Additional demands on staff time may result in the group or organization being billed for services rendered.

Approved by the Newport Public Library Board of Trustees: July 19, 2018.