

## **East Providence Public Library**

### **Meeting Room Use Policy**

The Trustees of the East Providence Public Library welcome community use of the Library's program and conference rooms at both Weaver and Riverside locations. The rooms are primarily available to support Library programs and functions that further the goals of the Library. When not being used by the Library, the rooms are available for use by community groups and other organizations for non commercial, cultural, informational, educational, intellectual and civic purposes.

Applications for the room use may be found on the Library's website: [eastprovidencelibrary.org](http://eastprovidencelibrary.org) or at the Libraries. Application and set-up request should be submitted to the Library Director. The Library provides chairs, tables, a podium and kitchen facilities. Rooms are available on a first come, first serve basis with priority to Library or Library sponsored programs.

Reservations for use of the meeting rooms cannot be made more than three months in advance and recurring reservations will be accepted for no more than two meetings at a time.

Use of the meeting rooms does not imply endorsement, support or co-sponsorship by the East Providence Public Library of the activities or beliefs of the groups using the rooms. Groups or individuals may not imply the meeting or program room is sponsored, co-sponsored or endorsed by the Library in any advertising or publicity.

The following regulations pertain to the Library's meeting and conference rooms:

- Meetings and programs may not extend beyond the Library's closing time. Normal operation of the Library is not to be disrupted by the users of the room.
- Groups or individuals' may not charge admission, take up collections, or sell goods or services.
- The rooms may not be used for private parties, receptions or social events.
- Light refreshments may be served. No alcoholic beverages may be brought onto the Library premises. There is no smoking in any area of the Libraries.
- No tape, glue, or tacks maybe used on the walls, woodwork or furniture. Use of the cloth board is under the direction of authorized Library staff.
- The Library is not responsible for security or storage of property owned by groups using the Library, nor is it responsible for damage or loss of property of others.
- Groups may restrict meetings to their own membership.
- Adult supervision is required when children are using the room.