

## **East Providence Public Library Meeting Room Use Policy**

### **Purpose**

As part of our mission, the East Providence Public Library welcomes the community use of the Library's program rooms at the Weaver Library and Riverside Branch Library, free of charge. 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, in accordance with the Library Bill of Rights, the rooms are available for use by community groups and other organizations for non commercial, cultural, informational, educational, intellectual and civic purposes on an equitable basis.

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. As we are called on by the American Library Association, the library defends the First Amendment and promotes free speech. The library equally upholds its role as a welcoming and safe space within the community, and is not a venue for events or programs that discriminate or promote hate against any individuals or groups of individuals on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, disability, age, military or veteran status, citizenship, or housing status.

### **The following regulations pertain to the Library's meeting rooms:**

- The Library's behavior policy applies to the users of meeting rooms. The Library forbids any behavior which prevents, hinders, or disrupts any other person's ability to use the Library's services and premises.
- Meetings may be held during regular library hours, and must begin no earlier than 15 minutes after opening and must end at least 15 minutes prior to closing.
- 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.
- Room capacity, as determined by the fire marshal, will be observed at all times.
- Light refreshments may be served. No alcoholic beverages.
- No tape, glue, or tacks may be used on the walls, woodwork or furniture.
- The Library reserves the right to cancel or postpone any meeting or performance at any time in the event of inclement weather or other building emergency.
- Groups may restrict meetings to their own membership.
- Adult supervision is required when children are using the room.

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. Groups are responsible

for paying for any breakage, damage to library property, or any inordinate amount of cleaning resulting from the use of the rooms.

Groups applying to use meeting rooms must fill out a Meeting Room application. Applications may be found on the Library's website: [eastprovidencelibrary.org](http://eastprovidencelibrary.org). Setup and equipment requests may be made at the time of the room request, this includes:

- Tables and Chairs
- Projector and screen
- Podium and Microphones
- Kitchen Access (sink, refrigerator and microwave)

This list is not exhaustive; for up to date information on available technologies in each of our meeting spaces, please check the Library's website. Groups using the rooms are responsible for operation of the equipment needed, however library staff is available for assistance as needed.

The Library Director, or designee, shall have the discretion to determine whether a particular use is in compliance with this policy.

Applicants whose meeting room requests have been rejected have the right to submit a written appeals request to the Library's Board of Trustees. The Library Board of Trustees, at the next available meeting at a time of convenience, will review submitted appeals requests.

The library will not remove or censor displays in meeting rooms simply because someone disagrees with the content. Likewise, the library will not reject applications for use simply because someone disagrees with the identity, beliefs, or affiliations of the applicants.

*Revised November 2022*