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**CUMBERLAND PUBLIC LIBRARY
DIAMOND HILL ROAD
CUMBERLAND, RHODE ISLAND 02864**

MEETING ROOM POLICY

1. Community civic groups and other town departments, boards, agencies and committees may hold meetings in the library during regular library hours, providing the facilities are available. **No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the Library agrees to co-sponsor the program.** Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those co-sponsored by the Library. Rooms will not be used for individual, personal or family purposes.
2. The Library retains first priority on the booking of the meeting spaces at the library. **Open public meetings** of other town departments, boards, agencies and committees will receive second priority. Non-profit community organizations will receive third priority. Requests from other town departments to book programs will be last on the priority list for use of the meeting spaces, unless arrangements are made beforehand to enlist the Library as a full partner and co-sponsor of the activity.
3. The building will **NOT** be opened for groups meeting at times when the library is closed **without prior permission of the Trustees.**
4. Reservation of the meeting room shall be made **at least two (2) weeks in advance.** Longer reservation periods may be required when after-hours use of the facilities is requested. Reservation forms are available in the library.
 - a) **No organization, other than the library or one co-sponsored by the library, shall reserve a meeting room more than twice per month.**
 - b) **Organizations meeting once per month may reserve up to 6 months ahead. Organizations meeting twice per month may reserve up to 3 months ahead.**
 - c) **If meeting must be cancelled the Library must be notified as soon as possible. Any organization that is a no-show for two scheduled meetings will have its meeting room privileges revoked or suspended.**
5. Organizations assigned to rooms in the south (Hayden) wing must agree to enter and exit by the south (Hayden) entrance. Parking is provided at that entrance.
6. The Library will assign meeting space based on the size of the group and availability.
7. When police protection is deemed necessary by the Library Trustees, groups using the library shall make arrangements and pay the costs for such protection.

8. Included and excluded uses:
- (a) Permission to use the meeting room will automatically include the following:
 - a. Space - (meeting room itself)
 - b. Furniture - (folding tables, stacking chairs)
 - c. Men's and women's restrooms
 - d. Utilities (heat, lights, air conditioning, electrical outlets)
 - (b) The following items are **NOT AVAILABLE** and **NOT INCLUDED** in permission to use the meeting spaces:
 - a. Conference management services – (i.e. room set-up, room clean-up)
 - b. Office supplies – (i.e. flip charts, marking pens, pens, pencils, chalk, etc.)
 - c. Kitchenware – i.e. dishtowels, tablecloths, or paper goods (i.e. napkins, plates, cups, etc.), or dishwashing cleansers
 - d. Kitchen supplies – i.e. coffeemaker, pots, pans, dishes, silverware, etc.)
 - e. Food in cupboards, or refrigerators – (i.e. coffee, tea, sugar, Sweet & Low, milk, etc.)
 - f. Trash can liners – (must be provided by requesting organization or their caterer)
 - (c) Organizations may use the following items provided **they are requested at least one week in advance. Last minute requests cannot be accommodated.**
 - a. AV equipment (e.g. projectors, screens, VCR's etc.)
 - b. Podium
 - c. Projection screen in Community Room
 - d. Public address system
 - e. Large trash containers
 - (d) Refreshments may be served **ONLY with prior special permission and with the user's agreement to clean the space immediately after use.**
Food is **ONLY** allowed in the meeting room itself, NOT on the stairways or elevator, or elsewhere in the library.
 - (e) Craft projects may be conducted in meeting spaces provided the group **uses proper precautions to prevent damage to carpeting and furnishings, and with the user's agreement to clean the space immediately after use.**
 - (f) **Absolutely nothing is to be hung or affixed on the walls of the meeting spaces.**
 - (g) **Windows may not be opened without permission.**
9. The following schedule of fees will apply to any group use of the meeting room:
- (a) Groups holding meetings when the library is closed will be charged **\$10.00 per hour** for each hour or fraction thereof that library access is provided. (This nominal fee is used to help defray the costs of extending utilities usage beyond normal operating hours.)
 - (b) An additional fee of **\$20.00 per hour** must be paid to the library employee who provides security and lock-up services for each hour or fraction thereof for which library access extends beyond regular library closing. (Library access may extend beyond actual meeting time to include building checkup and lockup.) A **minimum fee of \$30.00** will be assessed for this special service.

- (c) Before **any** pre- or after hours use of the meeting space is conducted, a check payable to CUMBERLAND PUBLIC LIBRARY will be presented to the person in charge.
- (d) **Set-up** and **clean-up** will be the responsibility of the group reserving the meeting room.
- (e) All groups are required to leave the meeting areas (including hallway, pantry, and restrooms) in a neat, clean and orderly condition.
 - 1) Floors, carpeting, tables, and chairs are to be left **clean and free of all debris. Library staff should be notified immediately of any spills before the stain sets.**
 - 2) An additional \$10.00 per hour will be assessed for any custodial services required after the use of the facilities. In addition, organizations that fail to leave the meeting areas clean orderly will receive a warning after the first violation, along with a bill for the charges stipulated above. If the violation occurs a second time, in addition to paying the charges, the organization will be required to post a **\$50.00 deposit**, prior to all future uses.
- 10. All Fire codes must be strictly observed, including room capacity, and no smoking. Room doors must remain closed. Rooms must be evacuated in the event of a fire alarm.
- 11. The Trustees will withdraw meeting privileges from groups not conforming to building, fire and ADA codes, building use regulations and/or meeting room use policies.
- 12. The Board of Trustees reserves the right to review all applications for use of Library premises.

In Summary:

- No room set-up or clean up available.
- No craft projects without prior approval.
- No refreshments without prior approval.
- No smoking and no alcoholic beverages allowed.
- Nothing is to be affixed to the walls.
- Supplies such as kitchenware, office supplies and food, etc. are not provided.
- Areas to be left neat, clean, and orderly.
- Violations will result in penalties and/or denial of meeting privileges.