

## **WOONSOCKET HARRIS PUBLIC LIBRARY MEETING ROOM POLICY**

The Woonsocket Harris Public Library program room is available for programs and meetings by application. This room is specifically for meetings and exhibits of a cultural, educational, or civic nature. It may not be used to conduct business. It is not available on legal holidays, or other times when the library is not open. Library sponsored events will take precedence over all others. The Director/Assistant Director has the discretion to deny applications for cause.

### **GENERAL REGULATIONS**

1. To reserve the room, fill out an application at the circulation desk. However, you may make tentative reservations by telephone. The Director has the discretion to waive written applications for previous users of the room.
2. The room is booked on a first come first served basis.
3. A group or agency may not reserve the room in advance more than three times in one month.
4. A group or agency may not reserve the room in advance, at the same time each month, for more than three consecutive months.
5. A group or agency may not reserve the room more than five times within a year (unless it is an official library sponsored program).
6. No admission fee may be charged, nor any collection taken. Events held in conjunction with the library may charge a refundable registration fee and/or a fee for the cost of supplies.
7. Memberships and dues payment may not be solicited.
8. The Director, Assistant Director, or Board of Library Trustees reserves the right to approve any literature distributed.
9. **SMOKING IS STRICTLY PROHIBITED.**
10. The library is NOT responsible for loss of, or damage to, any items left unattended in the program room.
11. Cancellation notice is appreciated.
12. Children under 12 may not be left unattended in the library during a meeting.
13. The serving of refreshments is allowed, but we ask that you please be careful of spills and crumbs.
14. The kitchen area and refrigerator may be used but should be returned to the condition in which they were found.
15. Fire regulations require no more than 70 persons.
16. If fire alarm sounds, **YOU MUST QUICKLY EXIT**, regardless of whether it is a false alarm. Please use the program room's marked exit doors.

## ADDITIONAL REGULATIONS FOR FOR-PROFIT BUSINESSES

Use of the community room by for-profit entities is allowed under the following guidelines:

1. The event must be open to the general public.
2. No sign in sheets are allowed.
3. At no time may a business *directly* suggest that someone call or contact them.
4. Business cards and brochures *may not* be handed out to any attendees. However, materials *may be* displayed on a table and attendees may take the materials if they wish. Such materials should provide general information of interest. **Business information is limited to name, address, phone number (such as might be found on a business card or stamped onto a general information brochure).**
5. The Library Director may request copies of all materials to be distributed before the program in order to determine their appropriateness.
6. The Library Director reserves the right to deny materials distribution if they are not according to guidelines above.

**I have read the regulations for use and understand and accept them.**

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**Signature**

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**Print Name**

**APPLICATION FOR MEETING ROOM**

Date: \_\_\_\_\_ Date of Confirmation: \_\_\_\_\_

Approximate number at meeting: \_\_\_\_\_

General topics: \_\_\_\_\_

Date of program: \_\_\_\_\_ Hours: \_\_\_\_\_

Organization name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Will you require:           television: \_\_\_\_\_  
                                  VCR: \_\_\_\_\_  
                                  Other: \_\_\_\_\_

Do you require any tables set up? \_\_\_\_\_

Will you be serving refreshments? \_\_\_\_\_

You are welcome to use the refrigerator and kitchen area.

The library has a coffee urn available for use, but you must supply your own coffee and coffee supplies and UNPLUG the pot.

**PLEASE MAKE YOUR PROGRAM ATTENDEES AWARE THAT THERE IS NO SMOKING IN THE BUILDING.**

**PLEASE NOTE FIRE EXITS. IF ALARM SOUNDS, YOU MUST LEAVE THE BUILDING.**