

WOONSOCKET HARRIS PUBLIC LIBRARY SMALL MEETING ROOMS POLICY

The Woonsocket Harris Public Library small meeting rooms (Meeting Rooms A and B) are available for programs, meetings and study. They may not be used to conduct business. They are available during regular library hours. Library sponsored events will take precedence over all others. The Director/Assistant Director has the discretion to deny meeting room use for cause.

GENERAL REGULATIONS

1. To reserve a room, please sign in at the Reference Desk.
2. The rooms are booked on a first come first served basis and may be reserved in advance.
3. A patron, group or agency may not reserve a room in advance more than three times in one month.
4. A patron, group or agency may not reserve a room in advance, at the same time each month, for more than three consecutive months.
5. 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.
6. Memberships and dues payment may not be solicited.
7. Patrons aged 12 to 18 may use the room unsupervised if they have read and signed a copy of the Meeting Room Rules.
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 meeting rooms.
11. Cancellation notice is appreciated.
12. Parents may leave older children unattended in the library during a meeting with the understanding that **THEY MAY BE ASKED TO LEAVE THE MEETING AND ATTEND TO THEIR CHILD.**
13. If fire alarm sounds, **YOU MUST QUICKLY EXIT.**

**SMALL MEETING ROOMS A AND B RULES FOR USE
FOR PATRONS AGED 12 TO 18**

1. All patrons aged 12 to 18 must leave a library card or other form of approved ID at the Reference Desk.
2. There may be no more than 4 patrons in Meeting Room A and 6 patrons in Meeting Room B.
3. Meeting Room users are expected to behave according to the library's Patron Behavior Policy; especially: No loud talking, music, DVDs, No vandalism, No food, No disruptive behavior.
4. Patrons who have not left their library cards/IDs at the Reference Desk cannot be admitted.
5. Doors must remain unlocked and lights must remain on during occupancy.
6. Any violation of the rules will result in all users of the Meeting Room at the time losing Meeting Room privileges for a period of time to be determined by library staff.

I have read and agree to abide by these rules in order to use the Meeting Rooms.

Signature

Print Name

Print Address

Library Card Number