

CUMBERLAND PUBLIC LIBRARY
1464 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 co-sponsors 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. In which case, the Library will receive 10% of any fees charged or proceeds received from the goods sold. Other non-profit groups may hold meetings in the Library during regular business hours, providing the facilities are available, according to the following fee schedule:

\$25.00 for a small room for a ½ day
\$50.00 for a small room for a full day
\$35.00 for a medium room for a ½ day
\$70.00 for a medium room for full day
\$50.00 for a large room for a ½ day
\$100.00 for a large room for a full day*

Rooms may not be used for personal or family purposes.

- 2) Under no circumstance shall permission be either granted or implied for the library to be listed in any print or electronic communications as the address or business location for any organization that meets on the library premises. Nor shall the library's telephone number, fax number, or email address be either listed or used as a contact.
- 3) Reservation forms are available in the library and online at cumberlandlibrary.org.
 - 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.
- 4) Organizations assigned to rooms in the Hayden Center must agree to enter and exit by the Hayden entrance. Parking is provided at that entrance.
- 5) The Library will assign meeting space based on the size of the group and availability.
- 6) When police protection is deemed necessary by the Library Trustees, groups using the library shall make arrangements and pay the costs for such protection.
- 7) Included and excluded use:
 - a) Permission to use the meeting room will automatically include the following:

Space - (meeting room itself)
Furniture - (folding tables, stacking chairs)
Men's and women's restrooms
Utilities (heat, lights, air conditioning, electrical outlets)

- b) The following items are NOT AVAILABLE and NOT INCLUDED in permission to use the meeting spaces:
1. Conference management services – (i.e. room set-up, room clean-up)
 2. Office supplies – (i.e. flip charts, marking pens, pens, pencils, chalk, etc.)
 3. Kitchenware – i.e. dishtowels, tablecloths, or paper goods (i.e. napkins, plates, cups, etc.), or dishwashing cleansers
 4. Kitchen supplies – i.e. coffeemaker, pots, pans, dishes, silverware, etc.)
 5. Food in cupboards, or refrigerators – (i.e. coffee, tea, sugar, milk, etc.)
 6. 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.
1. AV equipment (e.g. projectors, screens, VCR's etc.)
 2. Podium
 3. Public address system
 4. Large trash containers
 5. 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.
 6. Nothing is to be hung or affixed on the walls of the meeting spaces.
 7. Windows may not be opened.
- 8) The following schedule of fees will apply to any group use of the meeting room:
- a) Groups holding meetings after 9:00 will be charged \$30.00 per hour for each hour or fraction thereof that library access is provided.
 - b) 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.
 - c) Set-up and clean-up will be the responsibility of the group reserving the meeting room.
 - d) All groups are required to leave the meeting areas (including hallway, pantry, and restrooms) in a clean and orderly condition.
- 9) All Fire codes must be strictly observed, including room capacity. Room doors must remain closed. Rooms must be evacuated in the event of a fire alarm. There is no smoking.
- 10) The Trustees will withdraw meeting privileges from groups not conforming to building use regulations and/or meeting room use policies. 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.