

POLICY

West Warwick Public Library Nash Community Meeting Room Policy

West Warwick Public Library's Nash Community Meeting Room is available free of charge to non-profit organizations for meetings of an educational, cultural, or civic nature.

The Nash Community Meeting Room is not available for social, political, partisan or religious purposes; for the benefit of private individuals; for commercial purposes; or for permanent office space.

Continuing and repetitious use of the room for any purpose is rarely permitted.

Hours Nash Room is Available

Meetings may be held between 9:15 a.m. and 8:45 p.m. Monday, Tuesday and Wednesday; and 9:15 a.m. and 4:45 p.m. Thursday, Friday and Saturday.

How Nash Room is Booked

Library patrons will receive a copy of this policy and an application form at the time they sign up for a library card. Circulation staff will urge patrons to read the policy and invite them to apply for use of the room whenever they have need of it.

Representatives of groups wanting to reserve the room may receive an application by applying in-person or by telephone at the Circulation Desk. A copy of the policy will always accompany an application. Individuals may fill out the application immediately or send it in the mail.

An application form for use of the room must be signed by a representative of the organization and have a current telephone number for that individual. The form must be submitted at least one week in advance of the meeting date. Reservations for the Nash Room cannot be made more than three months in advance of the meeting date.

Refreshment Fee

There will be a \$25 fee charged to any group intending to serve refreshments. The fee is non-refundable and is due at time of application. Groups must bring refreshments and any serving paraphernalia (utensils, plates, napkins, cups, etc.) with them, but may use the library coffee urn.

Room Set-Up and Clean-Up

The library custodian will set the room up according to the description given in the application. Please be as precise as possible.

The group is responsible for leaving the room neat, clean, and orderly. The group is responsible for unplugging any electrical appliances used: coffee urn, television, overhead projector.

The library custodian will break down the room and put tables and chairs away.

The library cannot provide storage space to groups—they must bring and take away any special equipment and materials each time they use the room, even if it is for the same purpose over a period of weeks.

Breakage and Damage

Groups are responsible for paying for any breakage or damage to library property, as well as for any inordinate amounts of cleaning, which occur as a result of their use of the meeting. No signs or posters may be affixed to walls or doors.

The person who signed the application for the group assumes full responsibility, and agrees that the organization will pay all charges for damages or cleaning fees.

Equipment Available

The library has a television, VCR, and overhead projector available for use by groups using the Nash Room. Please indicate on the application whether you will be needing them. The section above on Breakage and Damage applies to any use of library equipment.

Other Important Items

1. Smoking and the use of alcohol are strictly forbidden.
2. The library is not responsible for equipment, clothing, or other items left on the premises after a meeting.
3. Permission for any group to use the Nash Community Meeting Room does not constitute approval or endorsement by the library of that group's philosophy or objectives.
4. A library-sponsored program has priority over other uses of the Nash Room.
5. Permission for use of the Nash Room by any group is given by the Library Director or the Library Board of Trustees. The Board of Trustees reserves the right to review and deny any application.

Approved by the Library Board of Trustees June 12, 2000