

NORTH KINGSTOWN FREE LIBRARY MEETING ROOMS POLICY

- A. **Statement of Policy:** The North Kingstown Free Library makes its meeting rooms available to community groups and local organizations engaged in educational, cultural and intellectual activities.
- B. **Reservations**
1. *Reservation requests for use of the meeting rooms can be made up to 90 days in advance. Requests will be reviewed by library staff before a reservation is confirmed. The library will not uphold reservations that have a pending or denied status.*
- C. **Requirements for Use of the Meeting Rooms:**
1. All meetings held in the North Kingstown Free Library must be free of charge.
 2. Programs that involve the sale of goods or services are prohibited. (Exceptions may be made on library-sponsored programs).
 3. The library always has first priority to schedule use of the facilities.
 4. Use of the library meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs by the North Kingstown Free Library.
- D. **Availability:**
1. The **Main Level Meeting Room upstairs** has a capacity of 55 persons, and the **Small Conference Room downstairs** has a capacity of 10 persons.
 2. The rooms are available during regular library hours.
 3. The rooms must be put back to their original arrangement and vacated 15 minutes before closing time.
 4. There is no charge for the use of the meeting rooms.
- E. **Procedures for Booking the Main Level Meeting Room:**
1. Applications for using the meeting rooms must be completed online at nklibrary.libcal.com.
 2. Groups may reserve the meeting room once per calendar month, with a maximum of a four hour time limit per reservation.
 3. Reservations will be reviewed by the library administration. The library may require an application to be submitted to the Board of Trustees for further review at their discretion.
 4. The Library reserves the right to limit advance reservations.
 5. The library reserves the right to cancel meetings due to unforeseen circumstances or emergencies.
- F. **Procedures for Booking the Small Conference Room:**
1. This room is designed for small groups of up to 10 people.
 2. Reservations for this room can be submitted online at nklibrary.libcal.com or at the Reference Desk, no more than a week in advance.
 3. Online room requests will be reviewed by library administration. The library may require an application to be submitted to the Board of Trustees for further review at their discretion.
 4. Only one reservation per day is allowed with a maximum four hour time limit per reservation.
 5. The Library reserves the right to limit advance reservations.
 6. The **Small Conference Room** is held only 15 minutes for a reserved booking.
 7. Groups or individuals that repeatedly cancel or fail to show up for reservations may lose the privilege to reserve the room.
- G. **Exceptions to Room Booking Limitations**
1. Groups who wish to book the **Small Conference Room** further in advance than 1 week or seek other exception to the room reservation booking procedures outlined above may contact library administration directly to request an exception.

2. Exception requests must include all information from the booking form found at nklibrary.libcal.com, and provide a justification for needing to secure meeting room reservation beyond the scope of this policy. The library has the right to refuse exception at their discretion.
3. Groups who may be considered for exception include town or state governmental boards/committees or similar agencies that legally require advance meeting notice due to Open Meeting Laws, or other such groups whose meetings are free and open to the public. Individuals or groups seeking personal use for the room will not be granted exception.

H. Regulations for Use of the Rooms:

1. The group is responsible for setting up and for returning the room to the condition in which it was found.
2. The library does not provide projectors, laptops, extension cords, sound equipment, or other audio-visual equipment.
3. No food is permitted in the **Small Conference Room**.
4. Light refreshments may be served in the **Main Level Meeting Room**. Groups must clean up after each meeting.
5. Persons attending meetings are subject to all library policies and regulations.
6. Any sign, advertisement, invitation, or other notice or announcement of an event to be held in the Meeting Rooms must clearly identify the sponsor by name and phone number, and may only use the name North Kingstown Free Library to identify the meeting location.
7. The Board of Trustees reserves the right to withdraw use from groups not conforming to this policy. The Board may also refuse the use of the room by a group if such use would interfere with normal library operations.
8. Groups and organizations holding meetings assume the responsibility for any damage to the room or its contents and will hold harmless the Board of Trustees, or any of its employees, for personal injury or property damage arising out of the use of the premises.

Approved by the North Kingstown Free Library Board of Trustees 02/08/21