



South Kingstown *Public Library*

South Kingstown Public Library Meeting Room Policies and Procedures

1. Any organization or non-profit group (hereafter referred to as user) wishing to use the Meeting Rooms must complete the application form and return the completed form to the Meeting Room Coordinator at least one week before the scheduled date. Exceptions for less than one week's notice may be made at the discretion of the Meeting Room Coordinator. The contact person designated by the organization must be at least 18 years of age and will be responsible for the organization's compliance with the rules and regulations of the library, for the conduct of attendees of the organization's program and for the care and cleanliness of the Meeting Room.
2. Requests may be submitted up to 3 months in advance. Generally, usage is limited to once per month. Submitting a Request Form does not guarantee use of the meeting room, or the date and time requested.
3. After reviewing the application, the Meeting Room Coordinator will notify the applicant as to the availability of the room. The meeting room cannot be used without prior approval.
4. If for any reason the user needs to cancel a meeting, the Meeting Room Coordinator is to be notified as soon as possible.
5. Use of Meeting Rooms is only available during the library's hours of normal operation.
6. Meeting rooms may not be used in any way that interferes with the operation of the library, or which threatens the safety of library staff and patrons. All attendees must adhere to all federal, state, local laws, regulations, and library policies including the Library's Code of Conduct.
7. Meetings should be scheduled to end at least one-half an hour before the library closes, to ensure that all participants will have left the library by closing time.
8. Meeting Rooms cannot be used for profitmaking, social gatherings, fund-raising, or commercial activities. In general, meetings should be open to the public and must be free of charge. Exceptions may be made for Library sponsored programs or at the discretion of the Library Director, under the designated authority of the Board of Trustees.



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9. The fact that a user is permitted use of library meeting space does not in any way constitute an endorsement by the South Kingstown Public Library of the user's policies or beliefs. The promotion/ publicity of any non-library room use is the sole responsibility of the user. The library does not and will not prepare or issue press releases, promotional materials or otherwise promote in any way non-library sponsored meetings and programs.
10. Only Library-initiated programs are placed on the library's website and social media.
11. All publicity shall clearly identify the name and contact information of the group sponsoring the program. The library shall not be identified or implied as a sponsor. All publicity for the event must include the legible disclaimer "This event is not endorsed by or affiliated with the South Kingstown Public Library."
12. Publicity includes but is not limited to all advertising, flyers, press releases, social media postings, newsletters, and any other method of promoting and marketing the event or meeting.
13. Smoking and/or vaping are not allowed in the building at any time. Open flames, flame devices, candles or theatrical smoke are not permitted.
14. Room capacity, as determined by the Fire Marshal, will be observed at all times.
Peace Dale Meeting Room – 43 people with tables and chairs 85 people auditorium seating
Peace Dale Conference Room – 6 people
Kingston Free Potter Hall – 112 people auditorium seating
*Capacity may also be determined due to appropriate health or safety measures.
15. The user of the Meeting Room is responsible for setting up the room as well as returning the room to its original condition. The user may bring in refreshments, but is responsible for cleanup, discarding all cups, cans, food, etc. in the receptacles provided. Alcoholic beverages are prohibited. When the meeting is over, the user is responsible for turning off the lights in the Meeting Room and notifying Library staff that the meeting has ended.
16. Due to parking limitations, users of the Meeting Room must park outside the lot in the spaces available on Kingstown Road (Peace Dale) or Upper College Rd./RT138 (Kingston Free). It is the responsibility of the applicant to inform attendees they must park outside the parking lot. The only exception is for those requiring handicapped access.



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17. The user is responsible for paying for any breakage or damage to library property that may occur while using the room.
18. The library does not provide projectors, laptops, extension cords, sound equipment, or other audio-visual equipment.
19. Kingston Potter Hall users -- A grand piano is available; it is the user's responsibility to have it tuned.
20. The library is not responsible for equipment, clothing or other items left on its premises at the close of a meeting.
21. The library reserves the right to conduct programs at any time under its own direction. A library-sponsored program has priority over other uses. In the event of a scheduling conflict, weather closure, or building emergency, users will be given as much notice as possible.
22. Library-related programs or municipal departments may be exempt from some regulations at the discretion of the library director.

The Board of Trustees through its designated agent, the Library Director, reserves the right to withdraw Meeting Room privileges from an individual, group, or organization not conforming to its policies and procedures. The Board may also refuse the use of the rooms by an individual or group if its use would interfere with normal library operations.