

ROGERS FREE LIBRARY MEETING ROOM POLICY FOR PUBLIC USE

Our meeting rooms are intended to further the library's mission of facilitating the free exchange of diverse ideas and information. We have two study rooms (capacity 6 and 8), a conference room (capacity 25) and the Herreshoff Community Room (capacity 66).

Study rooms:

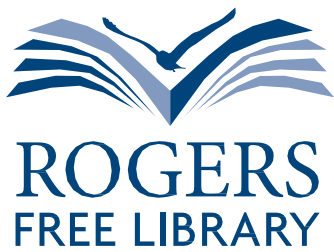
- Study rooms can be reserved for a maximum of two hours per day, 10 hours per week.
- Rooms can be reserved up to two weeks in advance.
- Groups can have up to 5 pending reservations at a time
- Staff may grant additional hours if rooms have not been reserved.
- There will be a 15 minute grace period before staff cancels your reservation. Not showing up to active reservations can lead to a suspension of privilege

Community Meeting and Conference Rooms

The Conference and Herreshoff Community Rooms are generally reserved for library activities, including programs presented by library staff, by the Friends of Rogers Free Library, and other groups affiliated with the library. Whenever the rooms are not being used for a library activity they may be available to the public for educational, cultural, non-profit, civic, or governmental programs or meetings.

Terms for public use of the meeting or conference rooms:

- **Please leave the room the way you found it; pick up trash, shut off lights, etc.** Groups or individuals using the meeting rooms are responsible for the set up/take down of all tables and chairs used and for leaving the space in the same condition in which it was found. **Library staff should not be expected to assist or to provide any materials.**
- **All meetings must be open to the public**, at no charge to the attendees, during regular operating hours. **All meetings must be concluded by 7:45 p.m.**
- Meetings may not be scheduled more than 60 days in advance.
- Persons or groups must create a reservation request via the library's online reservation system. Reservations must be approved by the library's administrative staff. The reservation shall not be considered complete until it has been approved by the appropriate library staff.
- The meeting rooms are intended for specific events or programs rather than for recurring, scheduled, on-going meetings.



- Nothing may be mounted or affixed in any way to the walls of the meeting rooms.
- Groups or individuals reserving the meeting room shall be responsible for any damage to or loss of library property.
- No meals may be prepared and served. **Clean-up is the responsibility of the users of the room.**
- Absolutely NO smoking or alcoholic beverages are allowed in the library, including its meeting room.
- **SEATING IS LIMITED TO 66 in the Herreshoff Community room and 25 in the Conference Room.**
- If a group or individual cancels a scheduled meeting, the applicant **MUST** inform the library administrative staff as quickly as possible, as others may be able to use that time slot. Failure to do so may result in a loss of reservation privileges.
- The library assumes no liability for theft or damage to property brought into the library or its meeting room, or for injuries which occur therein.
- Please announce before meetings that the Herreshoff Community Room has two emergency exits.
- Library staff have the right to make exceptions to this policy at any time.

DISCLAIMER: Rogers Free Library does not endorse the philosophy, opinion, or points of view expressed by any/all of the diverse groups, clubs, civic/educational/cultural associations that reserve spaces and meet in the library.

RFL Policy Committee June 14, 2022

Approved by the RFL Board of Trustees on August 18, 2022

