

MEETING ROOM POLICY

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Overview

1. The Rogers Free Library (hereinafter “The Library”^[1]) makes available Meeting Rooms and Quiet Study Rooms to Groups for civic, cultural, and educational purposes. Meeting Rooms are not available for social gatherings, fundraising, or commercial purposes, except to benefit the Library. “Group(s)” is defined as any association, organization, corporation, or gathering of individuals however denominated. “Meeting Room(s)” is defined as the Herreshoff Community Room and the Upstairs Conference Room. “Quiet Study Room(s)” is defined as the Quiet Study East and Quiet Study South. Collectively the Meeting Rooms and Quiet Study Rooms will be known as “The Rooms”.
2. The Library subscribes to the tenets of the American Library Association’s [Library Bill of Rights](#), Article VI, which states in part, “libraries which make meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use”.
3. All Events held in the Library’s Meeting Rooms must be open to the public. “Event(s)” is defined as any meeting, program, gathering, or performance. Exceptions for private board meetings, etc. may be granted at the discretion of the Library Director or their designee.

4. Use of The Rooms does not in any way constitute an endorsement of a Group's statements, presentations, policies or beliefs by the Library. The Library shall not be identified or implied as a sponsor of the Event or Group.
5. Library programs and programs sponsored by the Library have priority over all other uses of The Rooms. In the event of a scheduling conflict, Groups will be given timely notice and the Library will work with the Group to reschedule their reservation subject to availability.
6. Use of The Rooms signifies acceptance of all the terms and conditions of use laid out in this, and any other applicable policy. Failure to comply with the provisions of these policies will result in the suspension of future use of The Rooms.

General Guidelines for Use

1. Groups are expected to move chairs and tables as necessary for their Event. Groups are responsible for leaving The Rooms as found (i.e. pick up trash, turn off lights, put chairs and tables back in their place). Library staff should not be expected to assist in the set-up or clean-up of any Event.
2. Prior and written approval from the Library Director or their designee is necessary to provide or serve light refreshments in The Rooms.
3. Groups are responsible for and will be charged at cost for any damage to Library property, or any inordinate amount of cleaning resulting from the use of The Rooms. Groups are required to notify Library staff immediately of any spills or damage to The Rooms or Library property.
4. Posted room capacity, as determined by the Fire Marshal of the Town of Bristol, will be observed and enforced at all times. Capacities are listed on the library's website at rogersfreelibrary.org/meeting-rooms.
5. Groups are not permitted to allow a third party to use The Rooms in their place.
6. Use of The Rooms will be denied to anyone providing false, misleading, or incomplete information when reserving a room.
7. The 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, but not limited to, the Library's Rules of Conduct.
8. The Library assumes no liability for Groups or their meeting attendees using The Rooms, or for theft or damage to vehicles or personal property while on the premises. The Library is not responsible for equipment, clothing, or other items left on its premises at the close of an Event. The Group jointly and severally agrees to indemnify and hold harmless the Library,

and its agents/employees and its Successors and assigns, from any claims, action, liability, loss, damage or suit, arising from the use of the Library facilities. In the event of any asserted claim, the Library shall provide the meeting organizer a reasonably timely written notice of the same, and thereafter the event organizer shall at its own expense defend, protect, and hold harmless the Library against said claim or any loss or liability thereunder.

- a. A Certificate of Liability Insurance may be required at the sole discretion of the Library Director or their designee, naming the Library as additionally insured for the Event specified.

Meeting Rooms

Meeting Room Reservations

1. A reservation request form must be completed for all requests for the use of Meeting Rooms. Requests may be submitted up to 60 days in advance and no later than 14 days prior to the desired date of the Event. Submitting a reservation does not guarantee use of a Meeting Room or the date and time requested. Reservation request forms can be found on our website at rogersfreelibrary.org/meeting-rooms.
 - a. All use of Meeting Rooms is reviewed by the Library's Director or their designee within 48 hours of submitting the reservation. The contact person will be notified of approval or denial of reservations.
2. Meeting Room reservations are only available during the Library's normal hours of operation. Reservations must end no later than 30 minutes prior to the Library closing. Meeting Rooms have limited availability during June, July, and August. Exceptions may be granted at the discretion of the Library Director or their designee.
3. Due to the numerous requests for Meeting Rooms, continuing and repetitious use of the Meeting Rooms by a single Group will be limited. Exceptions may be granted at the discretion of the Library Director or their designee. Groups will be allowed:
 - a. One (1) Reservation lasting ten (10) hours per day on Monday to Thursday, and seven (7) hours per day Friday and Saturday.
 - b. Five (5) reservations during a sixty (60) day period.
4. Groups requesting the use of the Meeting Rooms will designate a contact person on their reservation who shall be their formal representative while the room is being used. Inquiries concerning the meeting in question will be referred to the contact person. The contact person must be at least 18 years of age.
5. The Library Director has sole discretion to determine the necessity of police presence for a Group's Event. The Group will cover any costs incurred by the use of police details.

6. AV equipment setup requests for Meeting Rooms must be made on the online reservation form, including but not limited to: projector, drop down screen, DVD Player, podium, microphones, document camera, devices for the Hearing Impaired, and presentation clicker. Changes to initial equipment setup requests must be submitted a minimum of two business days (Monday – Friday) in advance of the scheduled Event date to the Information Technology Coordinator via email at tech@rogersfreelibrary.org.
7. Equipment training requests must be submitted on the online reservation form.
8. Set-up time and Clean-up time must be included in your reservation. While the system will provide a grace period at the beginning and end of the reservation, this is limited to 15 minutes in the Upstairs Conference Room and 30 minutes in the Herreshoff Community Room.

Guidelines for Use of Meeting Rooms

1. Groups are required to vacate Meeting Rooms fifteen (15) minutes prior to library closing.
2. No admission fees may be charged, no requests for donations are allowed, no dues shall be collected, and no products or services may be sold. Exceptions may be granted at the discretion of the Library Director or their designee.
3. Groups who request AV equipment must be able to operate it without the assistance of library staff during their event. See Meeting Room Reservations, section 7 for details on how to obtain equipment training.
4. The Group, not the Library, is responsible for obtaining all rights and clearances regarding copying, performance, display, or distribution of materials for their Event.
5. The Library is unable to provide storage for any group. The Library will not accept delivery ahead of time for items needed for an Event. All items used for the meeting which are brought in during setup must be removed immediately following the meeting.

Quiet Study Rooms

Quiet Study Room Reservations

1. A reservation request form must be completed for all requests for the use of Quiet Study Rooms. Requests may be submitted up to 14 days in advance and no later than 5 minutes prior to the desired time slot for the Event. Reservation request forms can be found on our website at rogersfreelibrary.org/meeting-rooms.
2. Quiet Study Room reservations are only available during the Library's normal hours of operation. Quiet Study Rooms have limited availability during June, July, and August. Exceptions may be granted at the discretion of the Library Director or their designee.

3. Due to the numerous requests for Quiet Study Rooms, continuing and repetitious use of the Quiet Study Rooms by a single Group will be limited. Exceptions may be granted at the discretion of the Library Director or their designee. Groups will be allowed:
 - a. One (1) reservation lasting two (2) hours per day for both rooms (not per room).
 - b. An extension of one (1) hour per reservation if there is availability. See the Reference Librarian for permission within the last fifteen (15) minutes of your reservation.
 - c. Up to five (5) pending reservations at a time during a fourteen (14) day period.
4. Groups requesting the use of the Quiet Study Rooms will designate the contact person on their reservation who shall be their formal representative while the room is being used. Inquiries concerning the meeting in question will be referred to the contact person. The contact person must be at least 18 years of age.
5. Set-up time and Clean-up time is not included in your reservation. Plan accordingly.

Guidelines for Use of Quiet Study Rooms

1. Groups are required to vacate Quiet Study Rooms five (5) minutes prior to library closing.
2. No admission fee may be charged, contributions solicited, or dues collected. For exceptions in the case of paid registration for literacy services held in cooperation with the Library, or payment of fees for regularly scheduled education courses sponsored by nonprofit organizations, please contact the Reference Librarian. Exceptions may be granted at the discretion of the Library Director or their designee.

Publicity

1. 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.
2. All publicity shall clearly identify the name and contact information of the Group sponsoring the Event. The Library shall not be identified or implied as a sponsor.
3. All publicity for the Event must include the legible disclaimer stating, "This event is not endorsed by or affiliated with the Rogers Free Library."
4. The library's logo is not to be used on any publicity materials.
5. Only Library programs and programs sponsored by the Library will be placed on the Library's website and social media.

Cancellations

1. The Library reserves the right to cancel any event due to inclement weather, building emergency, or other extenuating circumstances. The Library will do its best to reschedule the Event on a mutually agreed upon date.
 - a. When the Library closes because of weather or building emergencies, every effort will be made to notify Groups with approved reservations. During adverse weather conditions, Group representatives should call the library and listen to the recorded message or go to the Rogers Free Library website.
2. Groups are required to notify the Library of any cancellations to reservations at least 24 hours in advance.
3. Failure to comply with the provisions of this policy shall result in the cancellation of any scheduled use, and may result in loss of future reservation privileges

Prohibited Uses

1. No meals may be prepared and served (i.e. anything that requires a crock-pot or re-heating on site). Alcoholic beverages are prohibited.
2. No physical changes are allowed to Meeting Rooms or Quiet Study Rooms except for rearrangement of furniture. No additional furniture or large equipment may be used in the Meeting Rooms or Quiet Study Rooms without prior approval from the Library Director or their designee.
3. Open flames and candles^[2], smoking and vaping^[3], and consumption of marijuana^[4] whether by smoking, vaping, or any other method, are prohibited in the Library.
4. Club meetings or installation ceremonies having secret rituals are not permitted.
5. Classes or demonstrations involving the use of hazardous materials and/or weapons are not permitted.
6. Any illegal activity or uses which advocate or incite illegal activities or violence are not permitted.
7. The name, address, or telephone number of the Library may not be used as the official address or permanent meeting place of a Group's association, organization, or corporation.
8. Events that may disrupt the quiet use and enjoyment of the Library by members of the general public are not permitted.
9. The Meeting Rooms, Quiet Study Rooms, and Library grounds may not be used to hold rallies, demonstrations, or other similar Events.

Footnotes

[1] Any reference herein to “the Library” shall be deemed to include the Rogers Free Library, its governing board of trustees and its appointed director.

[2] Per NFPA 1: Fire Code (2021)

[3] see RIGL 23-20 & Bristol Code of Ordinances Sec. 10.121

[4] see Bristol Code of Ordinances Sec.17.108

Approved by the Rogers Free Library Board of Trustees 10/19/2023

