

**SOUTH KINGSTOWN PUBLIC LIBRARY SYSTEM**  
**MEETING ROOM POLICY & PROCEDURES**

**PEACE DALE**  
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**KINGSTON FREE POTTER HALL**  
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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, fax or email 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 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. 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.
3. If for any reason the user needs to cancel a meeting, the Meeting Room Coordinator is to be notified as soon as possible.
4. Use of Meeting Rooms is only available during the library's hours of normal operation.
5. Meetings should be scheduled to end at least one half hour before the library closes, to insure that all participants will have left the library by closing time
6. Meeting Rooms cannot be used for profit making, social gatherings, fund-raising or commercial activities. In general, meetings should be open to the public. Recognizing the lack of meeting room facilities within the town, the Board will allow a user to hold meetings that are restricted to its membership.
7. 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.
8. Smoking is not allowed in the building at any time. Open flames, flame devices, candles or theatrical smoke are not permitted.
9. Room capacity, as determined by the Fire Marshal, will be observed at all times.  
Peace Dale – 43 people with tables and chairs 85 people auditorium seating  
Kingston Free Potter Hall – 112 people

10. 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.
11. Peace Dale users -- due to the size of the Library parking lot, users of the Meeting Room must park outside the lot in the spaces available on Kingstown Road. The only exception is for those requiring handicapped access.
12. The user is responsible for paying for any breakage or damage to library property that may occur while using the room.
13. The Library does not provide projectors, laptops, extension cords, sound equipment, or other audio-visual equipment.
14. Kingston Potter Hall users -- A grand piano is available; it is the user's responsibility to have it tuned.
15. Users must remain aware that the Library is open while they are meeting and keep noise within appropriate levels.
16. The Library is not responsible for equipment, clothing or other items left on its premises at the close of a meeting.
17. 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, users will be given one month's notice if possible.

***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.***

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