

LOUTTIT LIBRARY MEETING SPACES: ELSIE PALMGREN OLTEDALE COMMUNITY CENTER AND LOUTTIT LIBRARY ACTIVITY ROOMS: POLICIES, PROCEDURES, AND FEES

This document defines the policies, procedures and fees for use of the Elsie Palmgren Oltedale Community Center (the "CC") and the Louttit Library Activity Rooms ("AR"). The Louttit Library Board of Trustees (the "Board") may change these policies, procedures and fees at any time. The Board is the final authority for use of those facilities and reserves the right to determine their use, to assess fees for their use, and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability.

All meeting space applicants must have a current Ocean State Libraries Library card in good standing. Each organization or individual requesting use of the CC or AR must abide by the policies below. Failure to do so will result in cancellation of usage of the facility or refusal of future reservations. Use of the CC or AR does not in any way constitute an endorsement of the group's policies and/or beliefs by the Louttit Library or the Board of Trustees or the Town of West Greenwich.

Policies.

CC:

The CC may be used by West Greenwich nonprofit organizations or community groups at no charge. West Greenwich taxpayers may use this space for private parties. Non-West Greenwich nonprofit groups may also use the CC, (see the fee schedule, as follows.) The CC may be used for recurrent events (defined as those occurring four or more times per year,) on Fridays after 5 p.m., or Sundays by West Greenwich nonprofit organizations and/or community groups, only. Alternatively, West Greenwich nonprofit organizations or community groups who meet recurrently may schedule individual meetings up to one week ahead of their preferred date.

AR:

There are no fees for the use of the AR. Only West Greenwich nonprofit organizations or community groups and West Greenwich taxpayers may reserve these rooms in advance. Non-West Greenwich nonprofit groups may use these spaces on a first come, first served basis only.

Library and town events and uses take precedence over all other events and uses. In addition, they may be used by others as approved by the Board.

(1) The Library will not discriminate against any group or organization, requesting the use of the CC or AR, on the basis of race, color, national origin, sex, religion, age, or handicap status. Rooms are available to reserve on a first come, first served basis.

(2) No CC or AR user may charge an admission fee for an event that will be held in the facility. The CC and AR are not available for use by for-profit groups, or entities. No group or individual may use the rooms to make sales, or profit with the exception of book authors who may sell copies of their books at a library sponsored book-signing event.

(3) The organization or group using the CC or AR assumes full responsibility for all damages to that facility and agrees to pay for any and all associated costs to repair such damage caused by the user. In addition, extensive damage to the facility may result in loss of future use.

(4A) Non-profit organizations that use the CC or AR may conduct their ordinary business, including the collection of dues.

(4B) Political fundraisers or other activities of a political nature will not be allowed.

(5) The AR will not be available for use outside of the library's normal business hours without the approval of the Board. A Library staff or Board member will need to be present during any AR use outside of the library's normal business hours.

(6) The CC is available for use outside the library's normal business hours, the key must be requested from and returned to the WGR police dispatcher. A police officer will check the external doors of the building after the event is over and the key has been returned. Failure to return the key or lock the building will result in the automatic loss of CC privileges outside of the library's normal business hours. Keys to the Library and CC are only available to selected library staff, board members, and the police department. Keys will not be loaned out to individuals.

- (7) No alcoholic beverages will be allowed in the CC, the AR, or the area surrounding the library. Any observation of a person(s) with alcoholic beverages will be immediately reported to the WG Police Department.
- (8) No smoking will be allowed in the CC and the AR. (By statute, no smoking is allowed in public buildings in Rhode Island.)
- (9) The use of open flames or candles (other than 2" maximum length birthday style candles for cakes) is prohibited.
- (10) No affixing decorations with tape or any other means to: walls, doors, windows, AV Equipment or any painted surface in the room.
- (11) No craft activities are allowed in the CC. Groups wishing to host crafting, or any other activities which are deemed potentially messy should request one of the Activity Rooms.
- (12) All publicity for meetings held at the CC and the AR must carry the name and contact information of the organization sponsoring the meeting.
- (13) Groups may not use the name or address of the Louttit Library as the official address or headquarters of the organization.
- (14) Organizations using the CC or AR must provide adult supervision for minors at all times. The CC and AR are not to be used by an adult and a minor child 1:1 who are not members of the same family.
- (15) The Louttit Library and the Board are not responsible for security or storage of property owned by groups using the CC and AR. Storage for items/ food by groups using the CC and AR on a recurrent basis is not available. Any items or food found in the meeting spaces will be discarded. The Louttit Library and the Board are not responsible for damage or loss of property of others during use of the CC and AR.
- (16) Library Events/Town Police Department/Town Council/Town Boards/duly elected Town Committees and Election Polling have the right of use and first priority.
- (17) Projector/AV System is with Library Staff supervision only.
- (18) Individual events may be booked a maximum of three months in advance. Recurrent events may be booked for the school year starting in late August and running through June of the following year.
- (19) All AR events must conclude 15 minutes before the library closes, allowing staff to check and lock the rooms. No exceptions.

Procedures.

(1) Application for use.

An application to use the CC or AR must be submitted to the Library in advance of the planned use. (Applications are available at the Library or can be downloaded from the Library's website.) Clarification regarding the applied-for-use may be required prior to approval. Permission for use of the CC or AR is not transferable to any other individual or group.

At the time of submission, the application must be accompanied by the required fees as defined below. The fees may be paid by cash or check; however the damage deposit must be paid by check. (If a check is returned by a financial institution for any other reason, the user will be charged the actual cost that the Louttit Library incurred.)

All applicants/group leaders must have a clear library card; any fines must be paid in full before a reservation will be made.

All applicants/group leaders must have a complete, current application on file. All applications must be updated in July/August for every group/individual (new leaders noted, contact information updated, cell phone numbers required etc.)

(2) Use.

When an event has ended, the CC or AR must be returned to its before-use state. A check list of required tasks will be issued to the user at the time of registration. A reminder list is displayed in all rooms. Trash generated by the user must be removed off-site by the user. Trash can liner bags are available.

Food and beverages may be served in the CC, however, the kitchen in the CC is not intended to be used for full meal preparation. No food is to be stored or left after the event. The user must provide his/her own equipment and supplies. Items such as food storage bags, plastic wrap, coffee etc. are library property and not provided for other groups.

Food is not allowed in the AR, water bottles only.

Failure to execute these tasks will result in the forfeiture of the deposit and possible cancellation of future room use privileges.

Community Center Fees:

(1) West Greenwich nonprofit or community group – No Charge.

(2) West Greenwich Private Party - single use only fee: \$150 + \$50 refundable deposit

(3) Non-West Greenwich nonprofit or community group – single use only fee: \$150 + \$50 refundable damage deposit

(4) The Board has the discretion to modify the above policies as needed.

*Fees are used to help defray maintenance expenses.

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