



North Smithfield Public Library

Meeting Room Policy – please see services page for application

The Helen C. Greenwood Community Room is available primarily to support library programs and functions that further the mission of the library. When not being used by the library, the room is available for use by non-profit community groups and literacy volunteers, except between the hours of 12:00 - 1:30 and 5:00 - 6:00 daily.

- Groups may not use the meeting room more than once each month
- The meeting room may be scheduled for use during regular library hours and must be **vacated 15 minutes before the library closes.**
- The meeting room may be reserved up to ninety days in advance.
- A completed and signed application must be returned to the library director. All applications must be received at least one week in advance but not more than 90 days prior to the requested reservation date.
- Groups using the meeting room are required to set up for the meeting, return furniture to its original location after the meeting and to leave the room clean and in good condition.
- No selling, solicitation or taking of orders may occur.
- No admission may be charged for programs held in the meeting room.

Use of the meeting room does not imply endorsement, support, or co-sponsorship by the North Smithfield Public Library of the activities that take place in the meeting room or of the beliefs of the group using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the library in any advertising or publicity.

In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to meeting rooms, the library does not limit use of the meeting room based on subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.

Groups failing to comply with any part of this policy or the established procedures will be denied further use of the meeting room. A library staff member may be present at any time during the meeting.

Approved January 23, 2001 by Board of Trustees
Stephen H. Kirby, President

Reviewed March 22, 2005 and reaffirmed