

Maury Loontjens Memorial Library in Narragansett

Meeting Room Request Form, Use Policy, & Regulations

25 Pier Market Place, Narragansett, RI 02882
401.789.9507 www.narlib.org

Regular Room use hours:

Monday – Thursday	9:30am – 7:45pm
Friday	9:30am – 5:45pm
Saturday	9:30am - 4:30pm
Sunday (September-April)	12:30pm – 3:30pm

STATEMENT OF PURPOSE

This facility has four (4) meeting and study rooms available for public use. In order to provide the citizens of Narragansett with the opportunity to enjoy the use of this facility the following rules and regulations have been established regarding the use of the building.

RULES AND REGULATIONS

- Only non-commercial, not-for-profit groups may use the rooms. These rooms may not be used for private parties/functions, business interviews/private auditions, political campaigning/fundraising activities, or for religious services and/or proselytizing activities. Such prohibited activity includes but is not limited to: baby showers, wedding ceremonies/receptions, class reunions, and birthday parties.
- All activities hosted in the rooms by non-Library-associated or non-government organizations must be free and open to the public.
- Meeting room users shall not charge admission, promote/advertise/sell any products/services/memberships, or conduct any for-profit activity at meetings, with the exception of recovering meeting expenses such as meals, learning materials, or club dues.
- No activity may be scheduled which will violate the local fire code regulations or any local, state or federal laws. Open flames, flame devices, candles, or theatrical smoke are not permitted. Smoking and/or vaping is not allowed inside the building or near an entrance. Consumption and/or trading/selling of tobacco products, cannabis products, illicit drugs, and/or alcohol is strictly prohibited on Library property. For more information, please refer to the Library Rules for Patron Conduct.
- No group or organization using Library meeting space will discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in the provision of services.
- Granting permission to use Library room space does not constitute an endorsement of the meeting's content nor the sponsoring individual or organization by the Library staff, Library Board of Trustees, or the government of the Town of Narragansett.
- Meeting room use will be denied to anyone providing false, misleading, or incomplete information on a Meeting Room Request Form.
- The meeting spaces are available during the regular Library hours and must end 15 minutes prior to closing time or otherwise specified.
- The Library reserves the right to assign or change rooms to better accommodate functions.
- Non-alcoholic drinks are permitted in covered containers. Groups wishing to serve light refreshments must make arrangements with a staff member prior to the meeting.

- Following the meeting, organizers must clean up trash and debris resulting from the meeting's activities.
- **ABSOLUTELY NOTHING CAN BE NAILED OR TAPED TO THE WALLS IN ANY ROOMS OR HALLWAYS.** Staff must be notified in advance of any intended displayed materials so available Library equipment can be made available.
- As multiple meetings may take place at the same time, we ask that all groups practice courtesy regarding the noise level during their meeting.
- Publicity: Use the name Maury Loontjens Memorial Library, plus the room name assigned, once your function is approved.
- Only Library-initiated and partnership programs are placed on the Library's website and social media.
- The Library Director or designated staff member has sole discretion to determine the necessity of police presence. The group will cover any costs incurred by the use of police details.

RESERVATIONS FOR ROOM(S) – Requests for rooms are to be made using the online system on the Library's website or in-person at the Library front desk in advance of your meeting. Forms are available at the Library. **In order to treat all applicants fairly regarding the use of the rooms in the Library, the following will apply:**

- Reservations for the use of a room shall be on a first come, first served basis.
- Reservations for groups of three (3) or more people cannot be made on the same day and must be scheduled at least three (3) business days prior to the intended room usage date.
- Reservations cannot be made more than three (3) months prior to the room usage date.
- Cancellation of reservations must be made at least twenty-four (24) hours prior to the scheduled event. Failure to do so could result in the revocation of room use privileges.
- Once a space is reserved, the group is not permitted to allow a third party to use the space in their place.
- Reservations can be requested by residents of the State of Rhode Island who are eighteen (18) years of age or over.
- Room reservations for non-Library-associated or non-government organizations may be made for thirty (30) minutes to three (3) hours in length. Room requests for a longer length of time may be granted at the discretion of the Library Director or designated staff member based on availability.
- Rooms may be reserved by non-Library-associated or non-government organizations for up to two (2) times per calendar month.
- Individuals placing a request must have an Ocean States Libraries card in good standing with no fines greater than \$10.00.
- The applicant's name should appear on the scheduling calendars at the Library and on-line.
- The person making the reservation must be in attendance at the meeting or event and is responsible for adherence to meeting room policy.
- Attendees are subject to all other Library policies and procedures.
- Non-residents (non-card holders) may reserve a room if they are members of the municipal, state, or federal government, and/or organizations designated by the IRS as not-for-profit.
- In case of scheduling conflicts, the following reservation priorities will prevail: the Library and the Friends of the Library, Town of Narragansett boards and commissions, Ocean State Libraries Consortium member groups, Narragansett-based not-for-profit groups, all other groups.
- Agreement forms are valid for one year for meetings of a similar nature or purpose. At the time of expiration, a new form must be filled out, submitted, and approved.

APPLICANT'S RESPONSIBILITIES

- **GROUPS ARE RESPONSIBLE FOR THE FOLLOWING** - Table and chair setups; proper supervision, traffic and parking control; **restoring the room to its original condition**; adjourning

at the designated time; costs arising from damages caused by negligent use.

- **STORAGE SPACE** - Storage space **is not available**. All items must be removed from the meeting rooms at the end of each meeting. The Town/Library is not responsible for articles left on the premises.
- **KITCHEN FACILITIES** - The kitchen facility may be used to serve beverages and light refreshments. The cooking of food **is not allowed** - (reheating is acceptable). The refrigerator and microwave are Library-owned appliances. After the scheduled event all food and supplies brought in must be removed. Garbage should be collected, bagged and sealed.
- **BULLETIN BOARD** - Please see Library staff, as all Bulletin Boards are not for general public use.
- **FURNITURE AND FACILITY** - Meeting organizers or their parent organizations will be responsible for any damage to Maury Loontjens Memorial Library furniture, equipment, or facilities caused by meeting attendees or activities. Following the meeting, organizers must clean up trash and debris resulting from the meeting's activities.

Approved, Library Board of Trustees, 10/20/2025

Amended, Library Board of Trustees, 11/3/2025

Jared Jacavone, Library Director

Meeting Room Request Form

Name: _____

Organization: _____

Date and Time Period of Initial Event: _____

Phone: _____

E-Mail: _____

Title of Event/Meeting: _____

Purpose and Description: _____

Will there be food at this event? : Yes ☐ No ☐

If yes, describe the food available? : _____

Will there be alcohol available at this event? : Yes ☐ No ☐

Does this event require the use of Library equipment? : Yes ☐ No ☐

If yes, what equipment will be needed (television, projector, etc.)? : _____

By submitting this form, I agree to the policies and regulations pertaining to room use at the Maury Loontjens Memorial Library. I assume responsibility for any damage to the property and agree to reimburse the Maury Loontjens Memorial Library for any loss beyond normal use and wear. Failure to comply with the provisions of this policy may result in loss of meeting room reservation privileges.

I have read and understand the policies stated above. I will ensure compliance by the group on whose behalf I have reserved the meeting space.

Date_____

Name of
Organization_____

Print Name_____

Signature_____

Completion of the online form through WHOFI and clicking the agreement box is agreeing to the policies and regulations outlined in this policy.

Approval ☐

Denial ☐

Librarian Signature:_____ Date:_____

Approved, Library Board of Trustees, 10/20/2025
Amended, Library Board of Trustees, 11/3/2025
Jared Jacavone, Library Director