



MEMORIAL AND LIBRARY ASSOCIATION

WESTERLY LIBRARY AND WILCOX PARK

LIBRARY FACILITY INFORMATION AND USE GUIDELINES

FACILITY INFORMATION:

The Memorial and Library Association of Westerly makes its meeting rooms available to organizations for non-commercial, cultural, informational, educational, intellectual and civic purposes, as well as for community gatherings. A Library co-sponsored program/learning event offered to the public must be approved by the Library Director, and must reflect the Library's mission "to stimulate the intellect and imagination by providing access to literature, information, nature and the arts."

The Memorial and Library Association also offers limited facility rentals to community groups, non-profit 501(c)(3) organizations, private businesses and/or individuals, and government agencies, in accordance with Library policies and State and Federal laws. Meeting rooms are **not** available for the benefit of private individuals, commercial purposes or fund-raising purposes.

Each organization requesting use of the meeting rooms must submit an application and agree to abide by the facility use guidelines. Failure to do so will result in cancellation or refusal of reservations in the future. Use of the rooms does not in any way constitute an endorsement of the group's policies and/or beliefs by the Library.

The Memorial and Library Association Board of Trustees reserves the right to determine appropriate use of the rooms, to assess fees for such use, and to cancel or reschedule any programs or events, at its discretion, with or without cause or reason, and without liability.

MEETING ROOMS AND FACILITIES:

Auditorium- The Auditorium space is available for programs, meetings and special events. The space is pre-set for 100 guests in row (audience) seating. The 41' x 34' space can accommodate a maximum capacity of 155 people (dependent upon layout). The Auditorium has an adjacent (limited use) kitchen facility requiring pre-approval, cleaning fees, and is subject to availability. A baby grand Steinway piano is available in the Auditorium, however, it is the user's responsibility to have it tuned.

Third Floor Terrace Room- The Terrace Room on the third floor of the Library offers a multi-use functionality from public meetings and educational programs to workshops and private events, and can accommodate a maximum capacity of 133 people (dependent upon layout). The 43' x 43' space includes restrooms, kitchen facilities, and access to a Terrace overlooking Wilcox Park.

Roberts Room- The Roberts Room, located on the second floor of the Library is a small, semi-formal meeting room/conference room space that can accommodate up to 15 people for seated round table discussions or gatherings. Typical use of this space includes book groups, chess club meetings, and library programs such as the Teen Book Club.

MEETING ROOMS AND FACILITIES: (Continued)

Hoxie Gallery- The Hoxie Gallery is a public art gallery that generally displays the work of local area artists. In keeping with the overall mission of the Memorial and Library Association, we offer art exhibits to the community by providing exhibit space for area artists. Each exhibit is booked for the period of one month. The Hoxie Gallery is available for limited private use, subject to the approval of the Library Director. Due to the nature of the space, and the range of art exhibits that are displayed, reservation policies and procedures differ for use of the Hoxie Gallery.

Floor plans and more specific information about meeting rooms, furniture and equipment are available. Restrooms are located on the third-floor for the Terrace Room, as well as on the second-floor for the Auditorium, Hoxie Gallery or Roberts Room spaces. All event spaces are accessible by elevator.

MEETING ROOMS AND FACILITIES USE GUIDELINES:

For Programs and Events that are offered to the public and co-sponsored by the Westerly Library

⊙ Organizations requesting to use meeting rooms must submit an application that is signed by an individual assuming responsibility for the room and any library equipment provided. The group must also designate a contact person who shall be its formal representative while the room is being used. It is understood that inquiries concerning the meeting in question may be referred to the contact person.

⊙ No person or organization using the rooms may discriminate on the basis of race, color, national origin, sex, religion or disability.

⊙ Meetings, programs and events may be held only during the library's scheduled hours of operation and must conclude at least 15 minutes before the normal closing hours of the day. (This includes break-down and clean-up time, so please schedule your event accordingly).

Library Hours: Mon. Tues. Wed. and Thur., 9am – 8pm, Fri., 9am – 6pm, Sat., 9am – 4pm.

⊙ Use of library rooms must be booked in advance. Room set up and equipment needed must be requested at the time of booking, or at least **two weeks** prior to the scheduled event. Rooms may be booked up to 12 months in advance on a first-come, first served basis. Priority for use of the facilities is given first to library activities and functions. The library reserves the right to cancel meetings due to unforeseen circumstances or emergencies.

⊙ No admission fees may be charged, no collections taken, nor may donations be accepted or solicited at any program, event or meeting.

⊙ No single group may have more than **two** meetings in a one-month period, and co-sponsored programs and events may not exceed 4 hours in duration without prior approval of the Library Director. Program reservations will have 30 minute "blocks" between events for set-up and clean-up.

⊙ No meetings, programs or events shall interfere with, impede or disrupt the operations of the library or threaten the safety of library patrons. Attendees are subject to all library policies and regulations. Room capacity, as determined by the Fire Marshall will be observed at all times.

⊙ The Memorial and Library Association assumes no liability for organizations or their meeting attendees using the library facilities, or 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 a meeting.

MEETING ROOMS AND FACILITIES USE GUIDELINES: (Continued)

- ⊙ Groups are responsible for paying for any breakage, damage to library property, or any inordinate amount of cleaning resulting from the use of the room(s) and will hold harmless the Board of Trustees, or any of its employees, for personal injury, property damage or other loss which may result from negligence of the Board of Trustees and arising out of the use of the premises.
- ⊙ No “adult entertainment” is permitted.
- ⊙ Simple refreshments may be served in the meeting rooms with prior approval, provided groups use their own supplies and equipment and leave the area in a clean and orderly condition. No alcoholic beverages may be served without prior permission of the Library Director, and signed indemnification. Smoking is not permitted. Open flames and candles are prohibited. A \$50 Cleaning Fee is mandatory for any events or programs where food or beverages will be served. Additional cleaning fees may be charged if an event space is not left in the condition in which it was found.
- ⊙ All publicity for any program shall carry the name of the organization sponsoring the program. The Memorial and Library Association of Westerly (Westerly Library) shall not be identified or implied as a sponsor without the consent of the Library Director. All press releases and flyers bearing the library name must be sent to the library for approval prior to release.
- ⊙ If children are present for any program or event, they are to remain in the room during the scheduled event. (When the library is open, children are allowed in the Children’s Room if accompanied and supervised by someone 14 years or older.)
- ⊙ The reserved event space/room is to be left as you found it. Any rental supplies, linens, décor, refuse, etc. must be removed at the conclusion of the event. Nothing is to be attached to any walls, doors or ceilings.
- ⊙ Authorization for library facility use **does not include** use of library staff other than to provide access to the facility and to determine that the room arrangement and equipment requested are provided as agreed upon at the time of booking. Any additional demands on staff time relating to the scheduled meeting or event will result in the responsible individual or organization being billed for this service.
- ⊙ Fees may be charged for the use of our meeting rooms. All fees are payable and due in full at least **one week** in advance of the scheduled event. Checks should be made payable to: The Westerly Public Library. Please refer to the Facility Use Fees Form for **fee schedule**.
- ⊙ A Deposit is required to reserve meeting rooms and event spaces. The deposit is refundable if the library is notified of cancellation 30 days (or more) before the scheduled program/event date. Reservations are made on a first-come, first-serve basis and are considered tentative until a deposit is received. Any organization that is a “no-show” for two scheduled meetings may have its meeting room privileges revoked or suspended.

**At the start of any program or event, you must announce the location of the fire exits.
(See the map on the wall of the room for exit routes.)**