

Marian J. Mohr Memorial Library

Johnston's Public Library

Meeting Room Policy

Mohr Library provides public meeting space for cultural, informational, educational, intellectual and civic purposes.

Meeting room use should not interfere with the safe and peaceful use of the library. No use of the meeting room will be permitted that is likely to disturb library patrons in their customary use of library facilities, impede Library staff in the performance of their duties, or endanger the library and its collections. Minors must be accompanied by a responsible adult.

If there is a scheduling conflict regarding use of the meeting room, priority may be given to Johnston residents or organized groups based in Johnston, RI. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Board.

The room may be reserved no more than ninety days in advance. Groups may be limited in the number of times they use the library meeting room in order to ensure fair access to the facility. Please give prompt notice in the event of a cancellation.

It is understood that library programming will have first priority in room use.

There will be no charge for use of the meeting room for non-commercial use by local government, school department, non-profit or non-commercial civic groups. Other entities will pay \$20/hour for up to 4 hours during open hours of the Library.

No admission may be charged by the group with the exception of conference registration fees with cooperation of the Library, or fees for educational programs from nonprofit groups.

Refreshments may be served and shall be provided by the group. No smoking or alcohol is allowed.

The Library will allow use of some equipment and furniture if available.

The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.

The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

Groups using the library's meeting room must certify liability insurance coverage in accordance with the requirements of the Town of Johnston for use of Town facilities by outside groups.

Adopted by the Library Board of Trustees, Sept. 28, 2011

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Application For Use of Library Meeting Room

Event Name: _____ Event Date/Time: _____

Time room is needed (include time for setup and cleanup): _____ to _____.

Any applicable hourly charges for meeting room use will include time for setup and cleanup. Charges apply to all groups except Johnston municipal or not-for-profit groups making use of the room for non-commercial purposes. Charges are \$20/hour.

Total Fee: _____

Description of Event: _____

Maximum attendance (not to exceed 40): _____

Number of tables and chairs requested (subject to availability): _____

Group Name: _____

Purpose of Group: _____

Contact Person: _____ Phone: _____

Address: _____

I have read the Meeting Room Policy and agree to pay applicable charges in advance as indicated above. I understand that I am responsible for any injury to persons, damage to property, or loss of property resulting from my group's use of the Meeting Room.

Printed Name of Responsible Party for user group: _____

Signature: _____

Date: _____