



MEMORIAL AND LIBRARY ASSOCIATION

WESTERLY LIBRARY AND WILCOX PARK

Facility Information, Guidelines, Fees and Use Application

Mission:

The mission of the Memorial and Library Association is to strengthen community and enrich lives by stimulating intellect and sparking imagination through access to literature, information, technology, nature, and the arts.

Vision:

Westerly Library and Wilcox Park strives to be a premier intellectual, cultural, and botanical asset for the region.

Facility Information

Westerly Library and Wilcox Park offers its meeting rooms 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 Outreach Coordinator, and must reflect the library's mission "to strengthen community and enrich lives by stimulating intellect and sparking imagination through access to literature, information, technology, nature, and the arts."

Westerly Library and Wilcox Park 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 and park policies and state and federal laws. Meeting rooms are **not** available for the benefit of private individuals, commercial purposes or fund-raising purposes.

Each person or organization requesting use of a meeting room 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 room(s) does not in any way constitute an endorsement of the group's policies and/or beliefs by our organization. Westerly Library and Wilcox Park 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 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). A baby grand Steinway piano is available in the Auditorium, however, it is the user's responsibility to have it tuned by an organization approved vendor.

Third Floor Terrace Room- The Terrace Room on the third floor of the library offers 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 /conference room space that can accommodate up to 15 people for seated round table discussions or gatherings. Typical use of this space includes meet-ups such as the Adult Writers group or Literacy Volunteers, as well as private meeting reservations.

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 after hours only, and is subject to the approval of the Executive 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 and stairs.

Facility Use Guidelines

- 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.
- Any person or organization using the facility shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any activities.
- 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:

Monday-Thursday, 9:00 am – 8:00 pm

Friday, 9:00 am – 6:00 pm

Saturday, 9:00 am – 4:00 pm

- 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 Executive 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 Westerly Library and Wilcox Park 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.
- 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.
- Food and beverage may be served in the Terrace room 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 Executive 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.
- Co-sponsored programs and events will be included on the library’s digital and print events calendar only. All other publicity is the applicant’s responsibility. The Memorial and Library Association of Westerly (Westerly Library and Wilcox Park) shall not be identified or implied as a sponsor without the consent of the Executive Director. All press releases and flyers bearing the organization’s name must be sent to the library for approval prior to release.
- Co-hosted programs and events must include library staff involvement and thus all publicity must also bear the library’s name. Promotional material will also be created by The Memorial and Library Association of Westerly (Westerly Library and Wilcox Park).
- Unless co-hosted, 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.
- 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 Kids 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. All waste should be disposed of in the receptacles provided. Additional bins can be provided upon request if needed.

- 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: Westerly Library and Wilcox Park. 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) prior to the scheduled program/event date. Reservations are made on a first come, first served 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.
- Full payment is due one week prior to your scheduled facility use. If full payment is not received within that time, your event space will be cancelled. In addition, if a cancellation is made within 5 business days of your scheduled event full payment will be forfeited.



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Facility Use Fees

Rooms available to rent within the library are the second-floor Auditorium, Roberts Room, The Hoxie Gallery (after hours only), and the third Terrace Room. Please refer to the Facility Information, and Facility Use Guidelines for additional information.

Business/for profit groups and/or private functions:

Base Fee (3 hours or less)	\$250.00
Hourly Rate (over 3 hours)	\$100.00/hr
After Hours (if staffing is available, 2 staff required)	\$200.00/hr
Stage Fee (available in the Auditorium only)	\$50.00
Cleaning Fee (if food is served)	\$50.00
Deposit to secure the space	half of total cost

Non-profit groups:

Base Fee (3 hours or less)	\$125.00
Hourly Rate (over 3 hours)	\$75.00/hr
After Hours (if staffing is available, 2 staff required)	\$100.00/hr
Stage Fee (available in the Auditorium only)	\$50.00
Cleaning Fee (if food is served)	\$50.00
Deposit to secure the space	half of total cost

Roberts Room

The Roberts Room is a smaller, private board-room setting on the second floor of the library. This room is ideal for small groups or meetings of up to 15 people.

One hour or less is FREE for the Roberts Room, each additional hour is \$25/hr.



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Facility Use Application

Contact Name: _____ Date: _____

Name of Business/Group (if applicable): _____

Address: _____

Phone (home): _____ Phone (other): _____

Email: _____

Space Requested: Auditorium Terrace Room Roberts Room

Date of use: _____ Start Time: _____ End Time: _____

Description of Event: _____

Number of Guests/Participants: _____

If in Terrace Room, will food be served? Yes No

Type of Refreshments to be served (if applicable): _____

Equipment Requested: Television DVD Player Laptop

HDMI Cord Speaker/Sound System Kitchen (Terrace Room Only)

Phone Connection (Terrace Room Only)

Stage (\$50 fee, Auditorium Only) Podium (Auditorium Only)

Screen (Auditorium Only) Projector (Auditorium Only)

Projector with Laser Pointer (Auditorium Only) Piano (Auditorium Only)

Other needs: _____

Is this application for private or public use? : _____

If this application is for a public program or event with Westerly Library and Wilcox Park, please refer to the guidelines above and choose one:

Co-sponsored Co-hosted

By signing below you acknowledge that you have received and read the Facility Use Guidelines and agree to abide by them. You are also acknowledging you understand that you are financially responsible for loss or damage to Westerly Library and Wilcox Park property.

Signature: _____ Date: _____

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For internal organization use only:

Base Fee: \$ _____ (3 hours or less)

Additional Fees: \$ _____ (hourly rate 3-5 hours), cleaning fee \$50 if food served

Deposit (50%): \$ _____ (deposit and signed application confirms reservation)

Balance Due: \$ _____ (Balance is due in full and must be received 7 days prior to the event)

Outreach Coordinator Signature: _____ Date: _____

Once this form is returned to you signed by the Outreach Coordinator please mail your deposit to: Westerly Library and Wilcox Park, 44 Broad Street, Westerly, RI 02891.

Checks should be made payable to Westerly Library and Wilcox Park.