

POLICY GUIDELINES

Public Use of Meeting Rooms

The Town of Barrington welcomes the use of meeting areas available within the government center complex by local civic, cultural and educational organizations.

Scheduling of rooms will be performed from the Office of the Town Manager or his designee.

The areas available for public meetings are as follows:

Town Hall and School Department

Area	Approximate Capacity
Council Chamber	175
School Committee Room	150

Public Library and Community Center

Area	Approximate Capacity
Auditorium	105
Gallery Room (to the rear of the Auditorium)	160
Board Room	15
Meeting Room	20
Senior Center:	
- Meals	75
- General Meetings	120

Official municipal, school, library and other governmental or quasi-governmental meeting requirements will receive first considerations in the scheduling of the available spaces within the government center complex, followed by use of local non-profit civic, cultural and educational groups and organizations. The Auditorium and Gallery Room may not be reserved more than three months in advance without the written permission of the Library Director (see Meeting Space Application). Meeting rooms are generally not available for private social gatherings, religious services or activities, for commercial purposes or for gatherings not serving a community purpose.

For functions other than municipal, school, library or other governmental or quasi-governmental, room reservations must be made by written application to the Barrington Public Library. All applicants must provide a certificate of insurance in an amount not less than \$1 million, naming the Town of Barrington as an additional insured, and a lessee's indemnification agreement. Application forms and lessee's agreements will be available at Barrington Public Library and online at www.barringtonlibrary.org ; certificates of insurance must be provided by applicant's insurance company.

Completed applications accompanied by applicable fees must be submitted two weeks in advance of the meeting date.

All applicants agree to adhere to the rules and regulations related to the use of public meeting rooms as promulgated herein.

The Manager is granted the discretion to interpret these policies based upon the nature of each request and special circumstances encountered in the interest of effective scheduling and use coordination.

RULES AND REGULATIONS FOR THE USE OF PUBLIC MEETING ROOMS

It will be the responsibility of the group or organization using a meeting area to:

1. Leave the room in a neat and orderly condition, with chairs arranged, all paper or debris cleared from floors and tables, refreshments cleaned up and trash and garbage bagged at the conclusion of a program; wash and/or clean Town equipment and return to its designated storage place; when Library rooms are used, inform Library personnel that the room is vacated, so that the room and bathrooms may be locked.
2. Bring their own equipment, refreshments, urns, cups plates, utensils, napkins, etc. if applicable.
3. Assist as needed in the setup and arrangements of tables and chairs, and to assist in the return to normal conditions.
4. Remove all personal possessions, equipment and supplies--the Town is not responsible for their safety or security.
5. Arrange for the removal of unusually large or special items connected with a program within 24 hours of a function.
6. Assume the costs of repairing damages to the building, property, or its contents.
7. Provide supervising adults, as determined by the Town, for each youth group under the age of 18 who may schedule a function.
8. Restrict the attendance to the maximum capacity of the area scheduled.
9. Prohibit smoking and the use of alcoholic beverages.

Meeting privileges for groups not conforming to building use regulations will be withdrawn.

**FEE SCHEDULE FOR NON-GOVERNMENTAL USE
OF GOVERNMENT CENTER MEETING FACILITIES**

Meeting Area	Civic – No Admission	Civic – Admission	Business	Non-Profit/ Barrington Business
Town Hall/School Offices				
A. Council Chamber	\$25	\$40	\$300*	\$150**
B. School Committee Room	\$25	\$40	\$300*	\$150**
Public Library and Community Center				
A. Auditorium <i>With Kitchen</i>	\$25 \$40	\$50 \$75	\$300* \$325*	\$150** \$163**
B. Gallery Room (<i>rear of auditorium</i>) <i>With Kitchen</i>	\$25 \$40	\$50 \$75	\$300* \$325*	\$150** \$163**
C. Board Room	\$10	\$25	\$50	\$25
D. Meeting Room	\$10	\$25	\$50	\$25
E. Senior Center <i>With Kitchen</i>	\$25 \$40	\$50 \$75	\$300* \$325*	\$150** \$163**
F. Gazebo	\$25	\$25	\$25	\$25

***This rate covers the first four (4) hours of use,
an additional hourly rate of \$50 will be charged thereafter.**

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an additional hourly rate of \$25 will be charged thereafter.**

TOWN OF BARRINGTON

Meeting Space Application

Name of Organization_____

Contact Person_____ Phone_____

Alternate Phone_____ E-mail_____

Address of Organization_____

Purpose of Meeting (be specific)_____

Expected Attendance_____ Which Room would you Prefer?_____

Day(s)/Date(s) Requested_____

Alternate Day(s)/Date(s)/Room(s)_____

Hours of Function_____ to _____ Setup/Cleanup Time – How Long?_____/_____
hours before / # hours after

Do you need: ☐ Lectern ☐ Projection Screen ☐ Use of Kitchen
☐ Tables #_____ ☐ Chairs #_____ (please detail setup on reverse)

NOTE: THE TOWN DOES NOT PROVIDE ELECTRONIC OR A/V EQUIPMENT FOR NON-MUNICIPAL FUNCTIONS.

Applicants are required to provide a **Certificate of Liability Insurance**, through the Lessee's insurance company, in an amount not less than \$1 million, naming the Town of Barrington as additional insured, and the **Lessee's Indemnification Agreement** attached. In addition, to avoid confusion by the public regarding program sponsorship, any individual or group using the rooms and/or auditorium located in the Barrington Public Library for a non-Library event shall be required to provide the name(s) of the contact person(s) and telephone number(s) in all advertising, press releases and media announcements.

I have read the Meeting Room policy, rules and regulation and fee schedule, and agree to comply with all.

Signed_____ Date_____

FOR TOWN USE ONLY

☐ Director Signature Needed (+3 Months in Advance) Signature:_____

☐ Room Booked as Requested

☐ Room Booked as Follows_____

☐ Requestor Contacted

☐ Copy Sent to Library

☐ Certificate of Insurance Collected on (Date)_____

☐ Indemnification Collected/Notarized on (Date)_____

☐ Fee of \$_____, ☐ Cash/ Check #_____ Collected on (Date)_____

TOWN OF BARRINGTON, RI

LESSEE'S INDEMNIFICATION AGREEMENT

The undersigned, hereinafter referred to as the Lessee, in leasing or requesting the use of the _____, agrees to indemnify and save harmless the Town of Barrington,

Room Requested

RI and its officers, agents, employees, named as co-defendant in any claim or suit, on account of any and all claims, damages, losses, workers' compensation payments, judgments, litigation expenses and legal counsel fees arising out of injuries to persons including death sustained by the officers, employees or agents of the Town of Barrington or by any officers, employees, agents of the Lessee or by any participant or spectator or anyone directly or indirectly employed or working for the Lessee, including volunteers, in connection with the lease or use of the above named area.

All property of any kind the may be left on the premises shall be at the sole risk of the Lessee, and that the Town shall not be liable to the Lessee or any other person for any injury, loss, or damage to property or to any person on the premises.

The Lessee further undertakes to reimburse the Town of Barrington for any damage to its real or personal property occurring in connection with the lease or use of the above named meeting area by the Lessee unless the damage is caused by the Town of Barrington.

_____/_____
Lessee Sign Lessee Print

Organization Represented by Lessee

Organization's Street Address

City/State/Zip

Date

STATE OF RHODE ISLAND

COUNTY OF BRISTOL

Subscribed and sworn to before me on this _____ day of _____, 20__

Notary Public

My Commission Expires on _____

