



ORGANIZATION INFORMATION The organization is responsible for costs related to event support services, including State House facilities staff and security services provided by Capitol Police.	Event Name				
	Event Description				
	Organization				
	Address				
	Telephone		Website		
EVENT SCHEDULE Events are limited to two hours and may not go past 8 pm.	Event Date	Set-up Time	Event Start Time	Event End Time	Breakdown Time
	TYPE OF EVENT (Check one)	Meeting	Presentation / Panel	Press Conference	Reception
Have you coordinated your event with any of the following?	State House Tours	Dept. of Administration (for use of the Rotunda)	Capitol TV	Catering Vendor	Capitol Police
PRIMARY CONTACT Must remain on-site during set up, operation, and breakdown/clean-up.	Name				
	Telephone		Email		
ROOM SET UP See Room Layout Options on Page 4.	Number of Attendees (Maximum Library capacity is 75 people)				
	Room Layout		Number of Chairs		
PRESENTER SET UP	Podium (Yes/No)		Table / Chairs (Yes/No; How many?)		
A/V REQUEST	Microphone (Yes/No; How many?)		How many? (up to 4 available)		
	TV w/ HDMI Connection (Yes/No)		Does your presentation include audio/video? (Yes/No)		
REFRESHMENTS See policy on Refreshments & Catering on Page 3.	If supplying refreshments, please describe:				
	Number of Tables		Number of Trash Bins		
AGREEMENT I understand that violating any aspect of this policy will prohibit me or my group from hosting future events in the State Library.	Print Name of Primary Contact				
	Date		Signature		
LIBRARY STAFF USE Received by	Print Name of State Library Staff				
	Date		Signature		



State Library Events Policy

The Department of State makes the State Library (Library) available as an event space to support civic education and involvement; however, the Library's primary function is as a research facility.

The Events Policy ensures organizations understand their responsibilities for using the Library's space, and to promote the safety of attendees and preservation of the Library's historic materials and space. The following general guidelines apply to all events.

Use of the Library

The Library's primary function is as a research facility. Any activities that interfere with this statutory function may be prohibited.

- The following types of events are not allowed in the Library: fundraising and campaign events, sales of merchandise, paid ticketed events, weddings, and graduations.
- An RI Department of State staff member will remain in the Library at all times to ensure the protection of the room and its materials.
- The Library and staff do not assume responsibility for attendees in the Library or their belongings.
- Nothing may be placed on Library furniture or exhibit cases without permission of the Library staff.
- Event attendees or the sponsor organizers may not go into designated staff areas, including behind the counters, staff desks, or storage closets.
- Any activities that interfere with the function of the Library may be prohibited. This includes, but is not limited to the following: profanity, hate speech, nudity or partial nudity, drunk and disorderly conduct, and prolonged excessive noise levels.
- The Primary Contact must check-in with a librarian upon arrival and is responsible for ensuring all materials and refreshments brought into the room are removed at the end of the event.

Scheduling

- Reservations are on a first come, first served basis, and must be made a minimum of 48 hours in advance.
- The Library is a functioning library and must remain open to the public during events held between 8:30 a.m. - 4:30 p.m., or until the rise of the House and Senate.
- Events are limited to two hours. Event set up may begin no earlier than one hour before the start of the event and breakdown must be completed within a half hour of close of the event.
- Events may not go later than 8 p.m. See policies related to after-hours pricing below.

Safety

- **Maximum Library capacity is 75 people.**
- The doors to the Library must remain open and accessible to ensure emergency egress and access.
- Only RI Department of State staff may open/close the windows, hall doors, or balcony doors.
- Access to the Library stairs, step ladders, and upper walkways is prohibited except by Library staff.
- All fire code and ordinances established by the State Fire Marshal and Providence Fire Department must be observed. The Providence Fire Department will bill the organization directly if its services are required.
- Candles and smoking are strictly prohibited.



Pricing

- There is no fee to reserve the Library as an event space.
- While the Library does not charge for use of the space, events scheduled outside normal hours may be charged additional fees by Capitol Police and Department of Administration. The State Librarian will assist the organization in coordinating with those entities to confirm staff availability and billing.

Refreshments & Catering

To protect the Library's materials, the historic integrity of the room, and professional atmosphere, Library staff reserve the right to prohibit certain foods and beverages.

- Alcoholic beverages, including beer and wine, are prohibited.
- There is no on-site facility to accommodate cooking, preparing, refrigerating, or bussing food. Chafing dishes, electric kettles or coffee pots, and warming trays are prohibited.
- The organization, or caterer, is responsible for providing all linens, flatware, dishware, etc. All items brought into the room by the organization, or caterer, must be removed by them following the event.

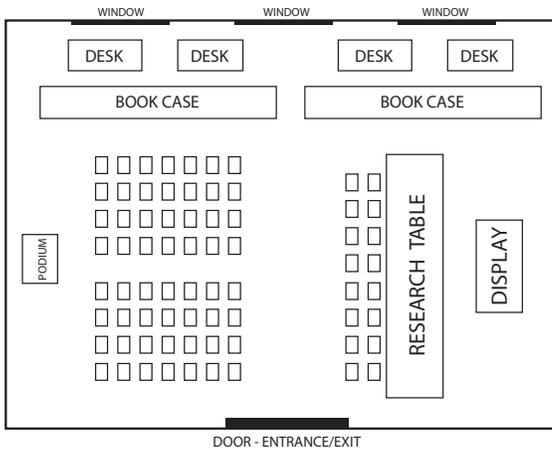


Room Layout Options

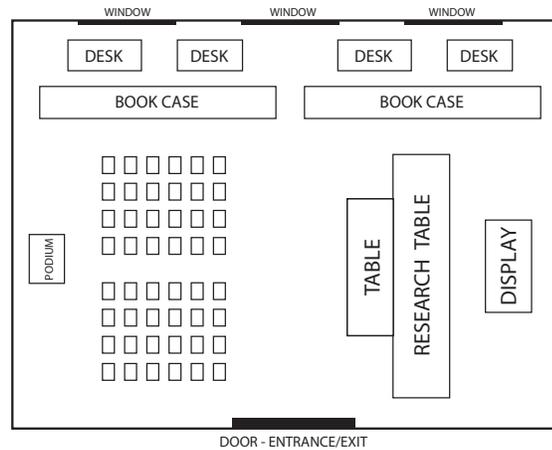
Maximum Library capacity is 75 people.

Room layout options ensure safe egress and handicapped accessibility from a single point of entry/exit to the room, as well as the ability to provide library services to patrons during events.

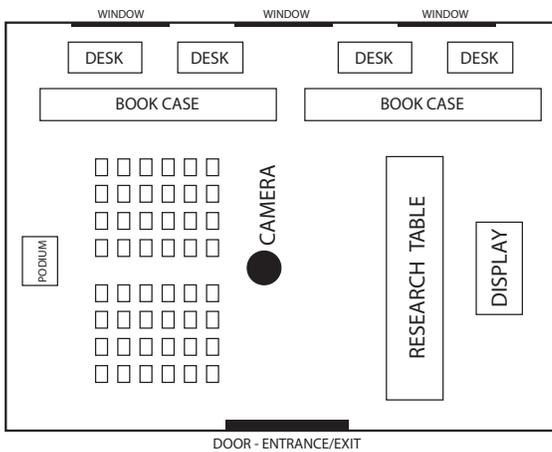
Option 1a: Presentation. 70 Chairs Max.



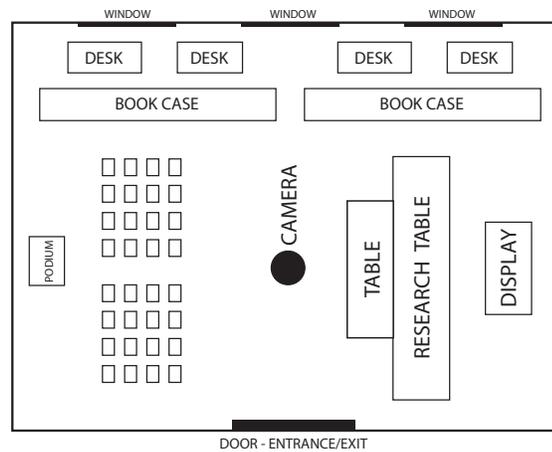
Option 1b: Presentation w/Refreshment Table. 48 Chairs Max.



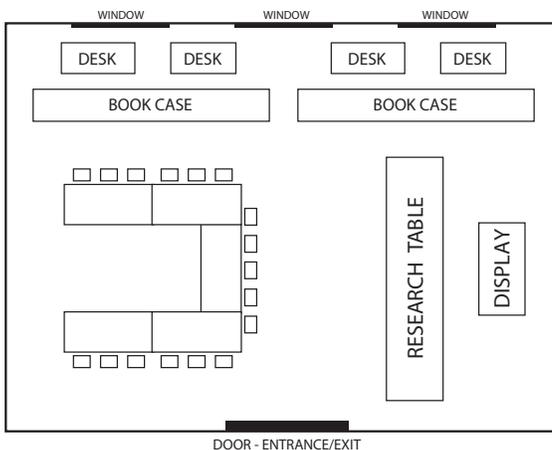
Option 2a: Press Conference. 48 Chairs Max.



Option 2b: Press Conference w/Refreshment Table. 32 Chairs Max.



Option 3: U-Shaped Tables. 18 Chairs Max.



Option 4: Meeting. 30 Chairs Max. (Smaller configurations possible.)

