

Providence Public Library

150 Empire Street, Providence, RI 02903 401-455-8000

In keeping with its mission to provide open access to diverse resources and ideas that inspire learning, promote reading and enhance community life, the Providence Public Library, a private, non-profit organization, makes available the following spaces for public use. Library space is available on a limited basis and, in accordance with Library policies* and State and Federal laws, when not in use for Library purposes, Library, or Library Foundation-sponsored activities. To tour the facility, call the **Facilities office at 455-8121** for an appointment. At that time, an application for use of space may be filled out; applications will be reviewed within a two-week period and the group notified accordingly. Applications may also be printed from the web and faxed to: **(401) 455-8053**.

Fees

Standard fees for each of the facilities available are listed below. If a group is a non-profit organization (proof of 501c3 required) and the event is to be free and open to the public, there is no charge for the space. If a group is a non-profit and wants to hold a closed meeting or an event with an admission fee, there will be a charge of half of the stated fees. Outside of the Library's regular business hours (9am-5 pm, M-F, there is an Event Coordinator fee of \$25/hour, (4-hour minimum), a Security Guard fee of \$25/hour (4-hour minimum) and Maintenance Personnel fee of \$40/hour (4-hour minimum). Depending on expected attendance and other information, PPL may waive one or more of these fees, at the discretion of the Director. For more information, check the Library's web site at www.provlib.org.

For special events (fundraisers, VIP receptions, multiple room events, etc.), please call the Library to set up a tour of the facilities, including the 1st floor Lippitt Exhibit Hall, and a meeting to discuss your needs with Facilities. These types of event quotes will be generated on an individual basis, as they may require insurance riders, extra security, professional cleanup services, etc.

Application for Meeting Room Space

Providence Public Library, a private, non-profit organization, makes space available for public use as a service to the community. Space is available on a limited basis.

Today's Date _____ Classification: **NP** **NPR** **C**

Organization Name _____ (501c3) _____

Address _____

Contact Person _____ Phone _____

Email _____

Event Date _____ Time/Length _____

Event Description & Planned Activities _____

Anticipated Audience & Expected Size _____

Event Coordinator's Name _____ Fee _____

Signature of Applicant _____

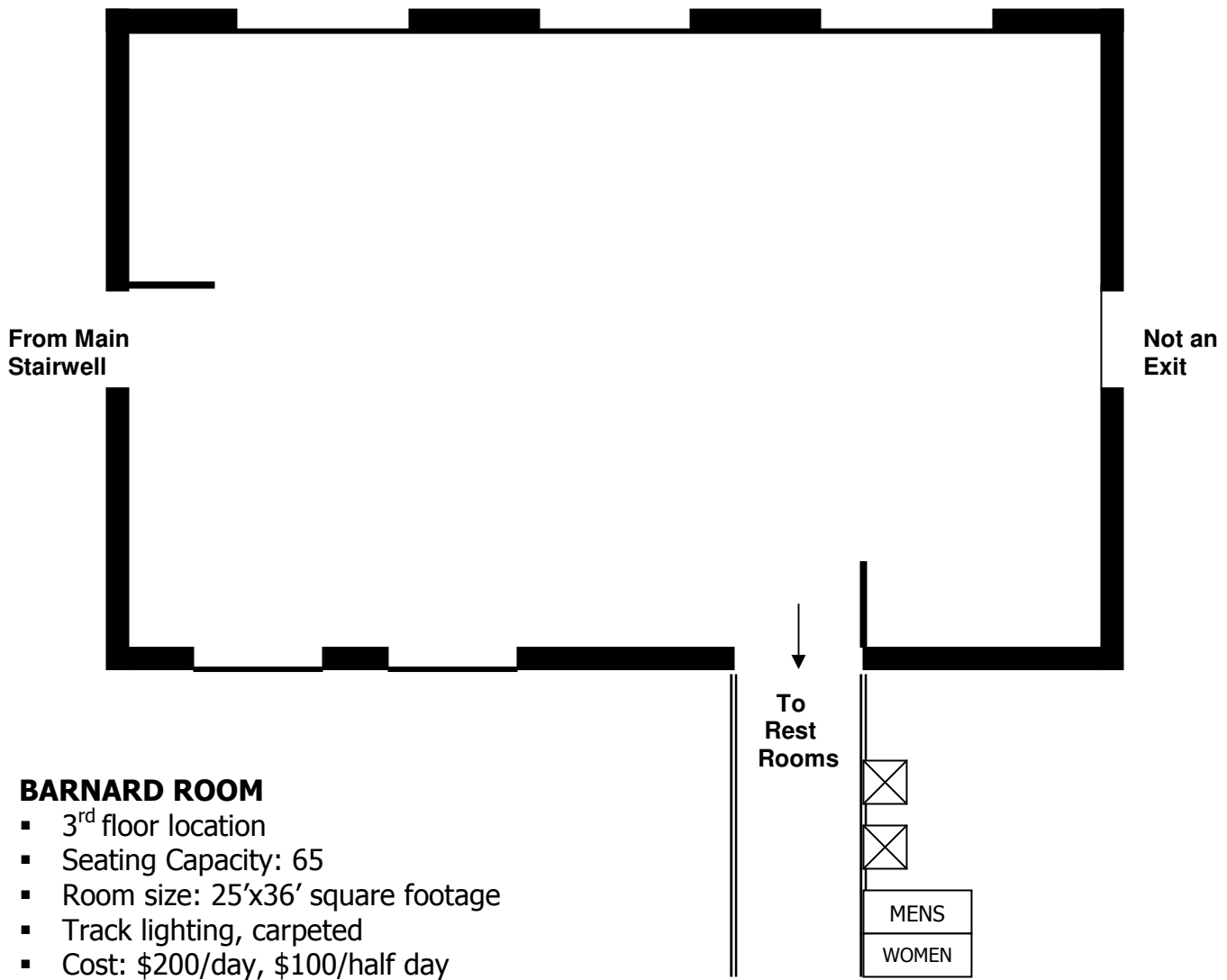
Date _____

Please sign and return, within three weeks of the event, either by mail, **FACILITIES OFFICE, Providence Public Library, 150 Empire Street, Providence, RI 02903**, or by Fax **(401) 455-8053**. If a specific set-up is wanted, please sketch on the next page provided.

* Please note all policies/guidelines for use. *

Cancellation within 48 hours is subject to a \$25 Service Charge.

BARNARD ROOM



BARNARD ROOM

- 3rd floor location
- Seating Capacity: 65
- Room size: 25'x36' square footage
- Track lighting, carpeted
- Cost: \$200/day, \$100/half day
- Note: as available, Mon-Fri, 9-5 PM

The Library reserves the right to move the group to another comparable room in order to accommodate another group.

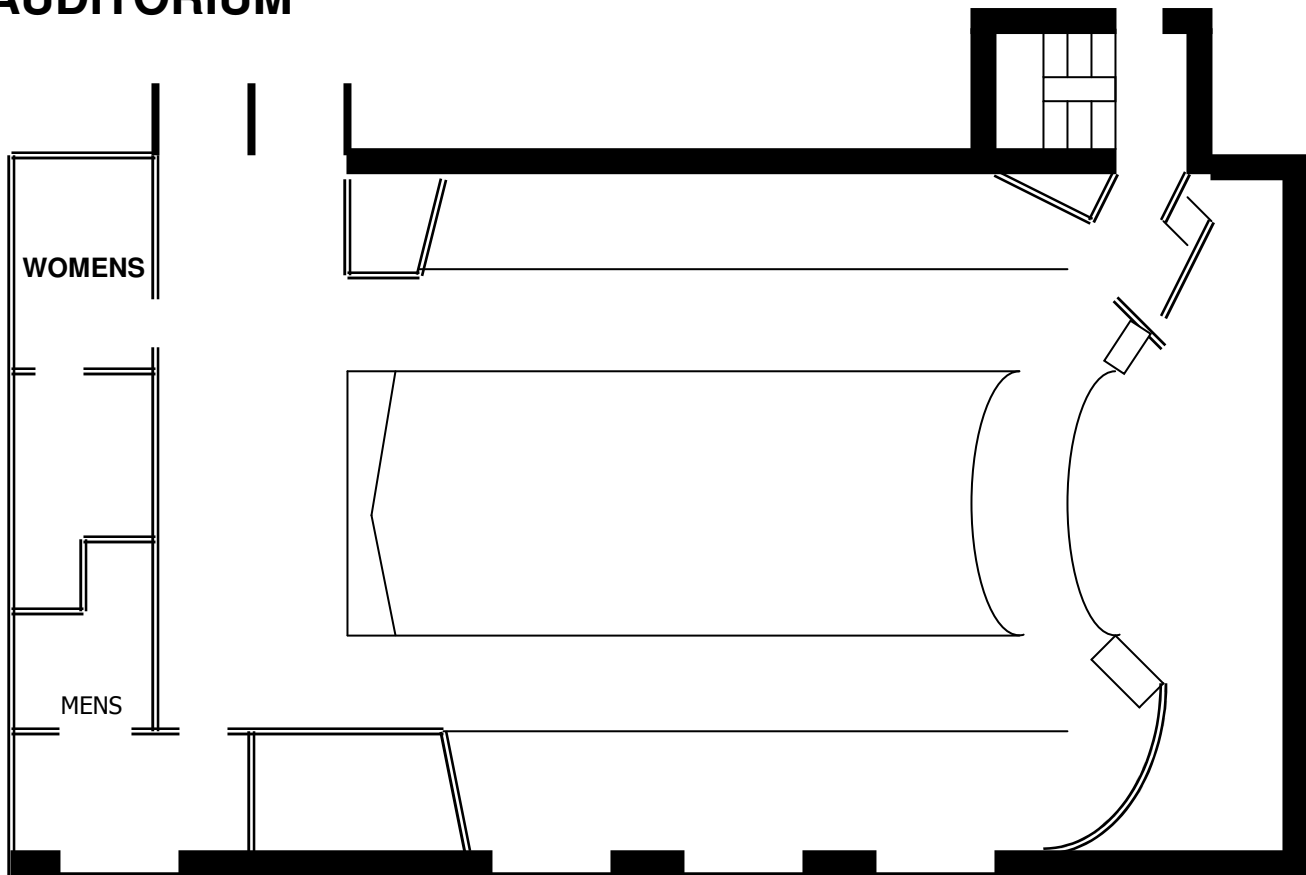
Needs (**Limited Availability**) Please Check

- | | |
|---|--|
| <input type="checkbox"/> Podium/Microphone | <input type="checkbox"/> Laptop (\$50) |
| <input type="checkbox"/> Tables, 10 6' tables available | <input type="checkbox"/> Digital Projector (PC compatible) (\$100) |
| <input type="checkbox"/> Overhead Projector (\$25) | <input type="checkbox"/> DVD Player (\$25) |
| <input type="checkbox"/> Slide Projector (\$50) | <input type="checkbox"/> Chairs, 100 available |
| <input type="checkbox"/> Screen (\$25) | <input type="checkbox"/> Trash Receptacles |
| <input type="checkbox"/> Table Cloth (\$5) | <input type="checkbox"/> Coat Rack |

It is recommended that you come in prior to event to test AV equipment. MAC users must bring own adapters or equipment. We do not guarantee compatibility.

NOTE: For EMERGENCY EVACUATION, utilize the Main Stairwell

AUDITORIUM



AUDITORIUM

- 3rd floor location
- Stage 18'-20" wide, 16' deep, has curtain
- Most appropriate use: Auditions, Lectures, Seminars
- Plays, Press Conferences, Concerts
- Not air-conditioned; handicapped accessible, but prior arrangements should be made – call 455-8121
- Seating Capacity: 306
- Food and Beverage not permitted
- Steinway Grand Piano
- Spotlights, house lights
- Cost: \$500/full day, \$250/half day

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Needs (**Limited Availability**) Please Check

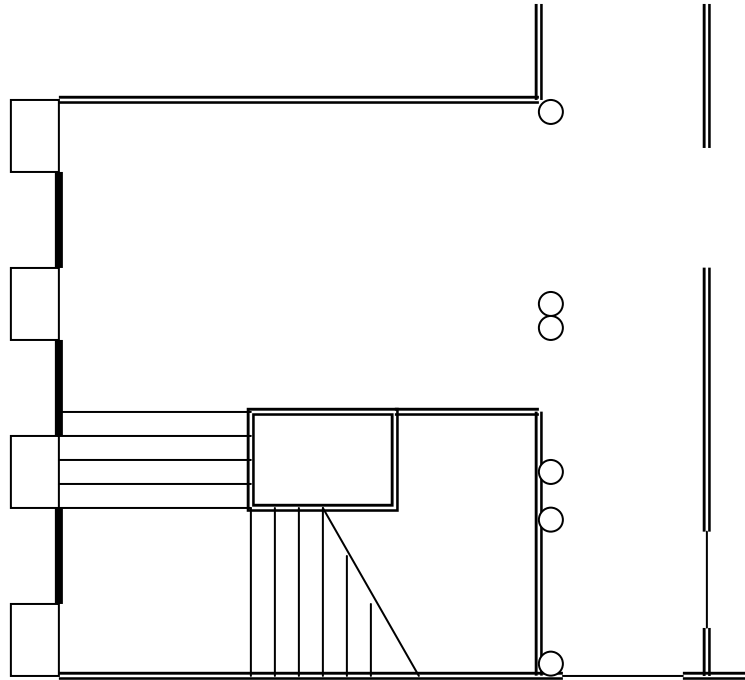
- | | |
|---|--|
| <input type="checkbox"/> Podium/Microphone* | <input type="checkbox"/> Laptop (\$50) |
| <input type="checkbox"/> Tables, 10 6' tables available | <input type="checkbox"/> Digital Projector (PC compatible) (\$100) |
| <input type="checkbox"/> Overhead Projector (\$25) | <input type="checkbox"/> DVD Player (\$25) |
| <input type="checkbox"/> Slide Projector (\$50) | <input type="checkbox"/> Chairs, 100 available |
| <input type="checkbox"/> Screen (\$25) | <input type="checkbox"/> Trash Receptacles |
| <input type="checkbox"/> Table Cloth (\$5) | <input type="checkbox"/> Coat Rack |

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* includes wireless handheld, lavalier, stand and tabletop stands (6)

NOTE: For EMERGENCY EVACUATION, utilize the Stairwell

GRAND MARBLE STAIRCASE



GRAND MARBLE STAIRCASE

- 3rd floor location
- Size of area is 24'x14'=336 square feet
- Cost: \$50/hour

The Library reserves the right to move the group to another comparable room in order to accommodate another group.

Needs (**Limited Availability**) Please Check

- | | |
|---|--|
| <input type="checkbox"/> Podium/Microphone | <input type="checkbox"/> Table Cloth (\$5) |
| <input type="checkbox"/> Tables, 10 6' tables available | <input type="checkbox"/> Trash Receptacles |
| <input type="checkbox"/> Chairs, 100 available | <input type="checkbox"/> Coat Rack |

NOTE: For EMERGENCY EVACUATION, utilize the Stairwell

Booked by the Facilities Office at 455-8121