

Community Room Policy

The City of Warwick makes Community Meeting Room available Monday through Friday, excluding City Holidays, for use by groups and organizations for cultural, informational, educational, and civic purposes. All meetings must be free and open to the public. Room availability is contingent on there being no conflict with city functions or meetings, which have first priority at all times. Meetings may start no earlier than 8:30 AM and end no later than 10:00 PM.

The office of the Mayor reserves the right to determine use of the rooms, to assess fees for use of the rooms, and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability.

Each organization requesting use of the meeting rooms must complete an application before scheduling a meeting at the Community Room. Applications must be completed by an adult (18+) who assumes responsibility for the group's usage of the room. The fact that a group is permitted to meet at the City of Warwick Community Room does not in any way constitute an endorsement of the group's policies and/or beliefs.

Guidelines

1. No group or organization using the meeting room will discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in the provision of services.
2. No admission fee may be charged, contributions solicited, or dues collected. The only exceptions are in the case of paid registration at conferences or institutes, held in cooperation with the City, or payment of fees for regularly scheduled education courses sponsored by nonprofit organizations.
3. Solicitation of city staff, visitors, AAA staff, or clients, products, services or causes is not permitted. Local businesses may use the space for staff training or in partnership with the City to provide educational opportunities for the public. Political campaigning, including request for signatures for nomination papers or petitions, is not permitted in the building.
4. All publicity for meetings held in the Community Room must carry the name of the organization sponsoring the meeting. The City will not take reservations from individuals for particular meetings. Those reservations must be made through the sponsoring organization. The City may not be identified as the sponsor.
5. Groups may not use the name or address of the City of Warwick as the official address or headquarters of the organization.
6. Youth organizations using meeting rooms must provide adult supervision at all times.

Reservations/Scheduling

7. The City of Warwick will have priority over other uses of the meeting rooms.
8. Meeting rooms may be reserved by contacting the concierge at 921-8326, Monday through Friday between the hours of 8:30 AM and 4:30 PM. Meeting rooms may not be reserved more than one month in advance, and no organization may have more than one meeting per month.
9. If a meeting is cancelled, the Concierge should be notified as far in advance of the date as possible. Any organization that is a “no show” for two scheduled meetings will have its meeting room privileges revoked or suspended.
10. The City does not guarantee an ability to fill a request with less than 1 week notice.
11. The City provides equipment such as tables and chairs only. Room set-up and accommodation requests must be made when the room is reserved.
12. The City is not responsible for anything left behind in the meeting spaces or adjacent spaces.

Use/Care of the Rooms

13. Food and beverages at meetings are prohibited. Groups are responsible for paying for any breakage, damage to City property, or any unusual expenses incurred by the City as a result of the meeting.
14. The City is not responsible for security or storage of property owned by groups using the City, nor is it responsible for damage or loss of property of others.