



East Greenwich Free Library

Knowledge is Priceless

East Greenwich Free Library Tabling Policy

In alignment with its mission, East Greenwich Free Library offers table space to state and local government agencies, commissions, programs, or their contractors to help meet community, civic, and educational needs. Please note that the library prohibits commercial, political, or fundraising activities, and the provision of an information table does not imply endorsement of any organization or its activities.

Requesting Table Space

Groups interested in using library table space must complete the request form below. Please note that submitting a request does not guarantee the time or location of the table. All requests are subject to approval by the Library Director, and the library's needs will take precedence over outside organization requests. Due to high demand, the library may limit the frequency of use for groups based on the number of requests they have submitted and the number of other groups requesting space.

Availability and Setup

Information tables are available as space permits, during regular library hours. The library will determine the location of tables and will provide one table and up to two chairs. Tables must not interfere with the normal operations of the library and should not block collections, displays, entrances, or exits.

Table Display Requirements

The name of the organization must be clearly displayed on the table. All tables must be staffed by the organization at all times. Library staff will not monitor or supervise information tables.

Liability and Responsibility

The library is not responsible for any theft or damage to personal property, including vehicles or items left on the premises. The library also assumes no liability for any organization using its table space, nor for any equipment, clothing, or other items left behind.

Approved by the East Greenwich Free Library Board of Trustees 01/2025

Name of Group			
Nature of Information Table			
Contact Name			
Email			
Phone			
Date	Time	From:	To:

I have read the East Greenwich Free Library's Tabling Policy and agree to comply with its regulations.

Signature _____ Today's Date _____

FOR OFFICE USE

Approved Not Approved

_____ Library Director