**REVISIONS TO:**

**THE ELSIE PALMGREN OLTEDALE COMMUNITY CENTER AND LOUTTIT LIBRARY ACTIVITY ROOMS: POLICIES, PROCEDURES, AND FEES**

**From 6/2021 Version:**

**Policies.**

CC:

The CC ~~and AR~~ may be used by West Greenwich nonprofit organizations or community groups at no charge. ~~and~~ West Greenwich ~~residents~~ taxpayers may use this space for private parties. Non-West Greenwich nonprofit groups may also use the CC. (See the fee schedule, as follows ~~below~~.) The CC may not be used for recurrent events on Mondays, Tuesdays, Wednesdays, Thursdays, Fridays before 5 p.m., or Saturdays. These days and hours are reserved for town, library, and one-time nonprofit or community meetings, only. Recurrent events are defined as those occurring four or more times per year. Recurrent events maybe scheduled on Friday evenings after 5 p.m. or on Sundays by West Greenwich nonprofit organizations or community groups, only. Alternatively, West Greenwich nonprofit organizations or community groups who meet recurrently may schedule individual meetings up to one week ahead of their desired date.

AR:

There ~~is~~ are no fees for the use of the AR. Only West Greenwich nonprofit organizations or community groups and West Greenwich taxpayers may reserve these rooms in advance. Non-West Greenwich nonprofit groups may use these spaces on a first come, first served basis only.

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**As revised 11/15/22:**

**Policies.**

CC:

The CC may be used by West Greenwich nonprofit organizations or community groups at no charge. West Greenwich taxpayers may use this space for private parties. Non-West Greenwich nonprofit groups may also use the CC, (see the fee schedule, as follows.)

The CC may be used for recurrent events (defined as those occurring four of more times per year,) on Fridays after 5 p.m., or Sundays by West Greenwich nonprofit organizations or community groups, only. Alternatively, West Greenwich nonprofit organizations or community groups who meet recurrently may schedule individual meetings up to one week ahead of their preferred date.

AR:

There are no fees for the use of the AR. Only West Greenwich nonprofit organizations or community groups and West Greenwich taxpayers may reserve these rooms in advance. Non-West Greenwich nonprofit groups may use these spaces on a first come, first served basis but they cannot be reserved.