

PROVIDENCE COLLEGE SMITH HILL ANNEX

231 Douglas Avenue, Providence, RI

USE REQUIREMENTS & GUIDELINES

By requesting and being an approved user of the Smith Hill Annex I hereby agree to the following Use Requirements & Guidelines:

The Requestor Agrees to the following use of space:

Date of event: _____ Time of event: _____

Organization: _____ Contact Person: _____

Purpose of event: _____

1. Reservation & Access

- No commercial use of the space; only community groups for the purpose of learning should utilize the space.
- No minors (under 18 years old) will be present unless they are accompanied by their own parent/guardian.
- Pick up and return designated access key. Keys may not be duplicated or shared with unauthorized individuals.

2. Hospitality & Food Policy

Food is allowed only if it meets the following criteria:

- No cooking equipment (other than a microwave), hotplates, etc. due to fire safety issues.
- Because of health and safety concerns, food should not be brought in and served from home kitchens. Acceptable food sources include restaurants and shelf stable snacks from businesses (Walmart, Target, etc.)
- Alcoholic beverages, recreational drugs, marijuana and tobacco products (including vaping) are strictly prohibited.

3. Respectful Use of the Space

Uphold the values of hospitality, stewardship, and care in using this shared space. This includes:

- Leaving the space clean and organized.
- Stay within the time of your allotted reservation to avoid conflicts with other reservations.
- Returning furniture and supplies to their original positions.
- Disposing of all trash and recyclables in designated bins.
- Reporting any damage, accidents, or safety concerns to the contact listed below within 24 hours.

4. Programming Expectations

All events or activities hosted at the PC/Smith Hill Annex must be:

- Consistent with the mission of Providence College/Smith Hill Annex.
- All events must be open and welcome to all in accordance with state, local, and federal law as well as College policy and not engage in unlawful discrimination.
- Free from any promotion of hate speech, incivility, or behavior that disrupts the dignity of others.
- Capacity: The Annex is 1,000 square feet and has one restroom and is wheelchair accessible. It can comfortably seat 30 and tables and chairs can be set up as preferred
- There is no parking behind the Annex. Additional parking can be found on both sides of Douglas Avenue and other local streets.
- The Annex offers wireless internet connectivity, a projector, DVD player/VCR that can be used to display images from guests' computers. These devices can either be displayed on a pop-up screen or on a blank wall.

Providence College reserves the right to decline or cancel events that conflict with the mission, policies, or values of the institution or are not in accordance with the operational guidelines for use.

5. Safety & Facility Conduct

- Emergency exits must remain accessible at all times.
- No minors (under 18 years old) present unless accompanied by their individual parent/guardian.

- No open flames, candles, or incense are permitted.
- Service animals are welcome; all other animals are not permitted indoors.
- Noise levels should be kept reasonable in respect to other events and nearby residences.
- In the event of a need to contact Emergency services
 - Emergency assistance: 911
- In the event of non-emergent issues, please contact:
 - Providence Police Department: 401.272.3121
 - Providence Fire Department: 401.274.3348
 - Providence College Office of Public Safety: 401.865.2391- please alert Public Safety about any calls to 911.

6.. Consequences of Non-Compliance

Failure to adhere to these guidelines may result in:

- Immediate cancellation of current or future reservations.
- Temporary or permanent suspension of access to the Smith Center Annex.

7. Contact Information

For scheduling, key pickup/return, or questions about space usage, contracts and usage requirements, please contact:

Perla Castillo Calderon '20 (she/her)

Director of the Center at Moore Hall

PC Smith Hill Annex Supervisor

Institutional Diversity, Equity, and Inclusion

Providence College

401.865.1018 | Monday–Friday, 9:00 AM – 5:00 PM

pcastil1@providence.edu

8. Assumption of Risk and Waiver for PC/ Smith Hill Annex Usage

I acknowledge and agree that my use of the Annex is at my and my guests own risk, and I and my guests assume all such risks, both known and unknown. In consideration for permission to use the Annex, I and my guests acknowledge and agree that Providence College is not responsible for any personal injury, illness, death, damage to property, or theft connected to the use of the Annex. I and my guests hereby forever waive, release, and discharge Providence College, its officers, directors, employees, volunteers, students, from any and all claims, liabilities, demands, actions, or causes of action arising out of or related to use of the Annex.

Signature: _____

Date: _____