

Smith Hill Annex at Providence College

231 Douglas Avenue, Providence, RI

Operational Guidelines for Use

Mission Statement

The PC/ Smith Hill Annex (“Annex”) creates a shared space where the Providence College and Smith Hill community come together in conversation, collaboration, and learning. Rooted in the belief that turning to one another fosters hope and understanding, the Annex supports immediate community initiatives, long-term town and gown relationship building, courses, community dialogues, workshops, and retreats, that strengthen relationships and build a more connected, inclusive community.

1. Reservation & Access

- All users must submit a space request and receive approval from the Director of Moore Hall before using the Smith Center Annex.
 - **Step 1:** Fill out the [PC Smith Hill Annex Space Request Form](https://forms.office.com/r/dUkiwna5SE) [<https://forms.office.com/r/dUkiwna5SE>] available online or by reaching out to Director of Moore Hall at pcastil1@providence.edu providing a brief explanation of how you propose utilizing this space for your engagement opportunity.
 - **Step 2:** Your event request will be reviewed in accordance with the College’s mission and operational guidelines.
 - **Step 3:** Pending review, you’ll receive confirmation from the Director of Moore Hall along with any next steps for access and setup. You will also need to complete the [Use Requirements & Guidelines](#) agreement, signed and dated, before your reservation is finalized.
- The Annex is generally available for use daily between 8:00 AM and 8:00 PM, with prior approval.
- All requestors are required to:
 - Sign the *Use Requirements and Guidelines* document for the Annex.
 - Agree to no commercial use of the space; only community groups for the purpose of learning should utilize the space.
 - Agree that no minors (under 18 years old) will be present unless they are accompanied by their own parent/guardian. *Any exception to this rule*

requires pre-approval from the College's Legal & Insurance Office and will require evidence of insurance.

- Pick up and return the 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

We ask all users to 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 Smith Center Annex must be:

- Consistent with the mission of Providence College/Smith Hill Annex.

- All events must be inclusive 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, including harassment, discrimination, and/or retaliation in accordance with local, state, and federal laws as well as College policy.
- Be aware of the capacity of 30 persons: 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. 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

Director of the Center at Moore Hall

PC Smith Hill Annex Supervisor

Institutional Diversity, Equity, and Inclusion

Providence College

401.865.1018 (Monday-Friday 9am-5pm)

pcastil1@providence.edu

8. Relevant Documents

- [PC Smith Hill Annex Space Request Form](#)
- [Use Requirements and Guidelines](#)