

## **Fuller Creative Learning Center Usage Policy**

Located at 260 Dover Avenue, the Fuller Creative Learning Center (“Fuller”) is a dedicated educational service vital to serving the East Providence Public Library’s mission. This policy governs its use.

### **Purpose**

So that Fuller can best serve the Library’s educational mission, Fuller is permitted to be used for Library-related activities. Unless working directly with Library staff, groups outside of the Library may not request usage of the space.

### **Public use**

Fuller is open to the public. Subject to registration caps, any member of the public may attend programs offered by Fuller unless those programs have additional restrictions (e.g., an advanced class for a skill-based program may require prior instructor approval). During Fuller’s hours of operation, any member of the public may use the space and its publicly-available equipment. Members of the public are encouraged to call ahead if they would like to use a specific kind of equipment (e.g., the recording studio, 3D printer, sewing machines) to ensure its availability.

### **Use by City Departments**

We reserve the right to grant the use of Fuller to City of East Providence departments and other nonprofit organizations subject to the Library Director’s discretion. To use Fuller, these departments and organizations must request usage of the space from the Director or from Fuller’s Coordinator, who must receive approval from the Director. Usage of the space must occur during hours of operation and it is not guaranteed.

*Revised November 2022*