



Meeting Room Policy

Kent Free Library

Approved: September 17, 2009

Revised: December 15, 2011

Revised: February 16, 2017

Meeting Room Policy

The primary purpose of the meeting room of the Kent Free Library is to provide facilities for Library related activities. The needs of the Kent Free Library, Kent Free Library Foundation and Friends of Kent Free Library will always take precedence.

As a community service Kent Free Library makes the meeting room available without charge when it is not being used for Library sponsored or co-sponsored activities. The library reserves the right to cancel scheduled events of non-library groups or to substitute rooms due to library programs, giving as much notice whenever possible.

Eligibility

Local community or not-for-profit groups engaged in educational, civic, welfare, or cultural activities may use the meeting room at no charge during hours when the Library is open subject to availability. The library reserves the right to request proof of 501(c)3 status.

For-profit, local businesses and commercial groups may use the meeting room for meetings, conferences and training sessions. The meeting room may not be used as a place of business or for the sale or promotion of products or services, except in conjunction with a library sponsored program.

Publicity

The use of the meeting room by any non-library organization shall not be publicized in such a manner as to imply library sponsorship unless the library is co-sponsoring the event.

Limitations

Private social events, religious services or instruction, and sales or promotion of a commercial product or service are not permitted. All meetings must be open to the public, and no entrance fees may be charged.

Meeting Room Hours

Meeting rooms are available only during regular library hours. No early admission to the meeting room is permitted. Entrance to a meeting room will be granted to a group only when the library is open to the public.

Scheduled meeting times must allow for set-up and clean-up. The meeting room is locked when meetings are not in session.

Reservations

Reservations will be accepted up to three (3) months in advance with the following exceptions:

1. Kent area community groups who make regular, monthly use of the library as their meeting place may reserve the facility for an entire year at a time to facilitate their program schedule.
2. Annual special events: use of the room for single occasion events occurring annually may be made no more than one (1) year in advance.

Reservations with the completed application form must be made a minimum of 48 hours prior to the reservation date. A group may book the meeting room a maximum of twelve (12) times per year on a first-come, first-served basis as scheduling permits. Repeated cancellations may result in future applications being denied. All reservations are handled by the Community & Special Services Manager.

The meeting room shall be reserved for a block of four (4) hours and may be configured for a minimum of nine (9) people and a maximum of 100 people. The posted limits of the meeting room must be observed.

The meeting room may be booked during the following hours:

Monday-Thursday	9:00 am -- 8:45 pm
Friday	9:00 am -- 5:45 pm
Saturday	9:00 am -- 4:45 pm
Sunday	1:00 pm -- 4:45 pm

Kitchenette

A fee of \$10.00 is charged for use of the kitchenette.

Light refreshments are permitted in the meeting room. The kitchenette cannot accommodate food preparation, storage or cooking. No open flames, such as candles, or Sterno are allowed. Groups must provide their own serving dishes, utensils, trays and related items. No alcoholic beverages or cigarettes are allowed in the library. If refreshments are served, attendees are to be clearly advised by the group leader that food (or drink without a proper lid) is not to be taken into any library areas.

Conditions of Use

Each organization must observe all library rules and policies and all of the following conditions or use. If there is non-compliance, the Kent Free Library reserves the rights to refuse future meeting room requests.

1. Each group is responsible for maintaining orderly conduct of the meeting so that there is no disruption of library operations or services, or to other groups. The room must be vacated fifteen (15) minutes prior to the time the Library closes. When circumstances so require, the librarian in charge may terminate a meeting in progress.

2. Each group using the meeting room will be responsible for setting up the room according to its own needs. The room must be left in the condition in which it was found unless other instructions are given. Tables and chairs are provided by the library. All items must then be returned to the designated storage closet after the meeting. Users are reminded to wipe tables, chairs, sinks and counters clean as needed. Trash receptacles are available in the storage room and kitchenette (if used). If a group chooses, it may also request to have the library set up the room for a \$20 set-up fee at the time the booking is made.
3. Arrangements to use the library's audiovisual equipment must be made at the time of booking.
4. The library requires a count of the number of attendees at each meeting. The group leader is responsible to note attendance on the form posted in the meeting room.
5. Light refreshments may be served using the kitchenette if a \$10 fee is paid. The kitchenette provides access to a refrigerator, microwave, coffee pots, and sink; however, no supplies are provided by the library.
6. The meeting room (and kitchenette if used) must be left clean. Groups meeting in the library are responsible for the proper disposal of food, paper, or other remains from their meeting. Groups will be assessed the cost of any necessary repairs or extensive cleanup, minimum being a \$20 cleanup fee.
7. The library assumes no liability and the organization releases and holds the library harmless from any claims, actions or liabilities arising out of, directly or indirectly, from the organization's use of the meeting room. Including without limitation, injuries, to any person using the meeting room from any food served and activities conducted, or damaged to or loss of property belonging to individuals or groups using the meeting room.
8. No admission fees may be charged, no collections may be taken, no requests for donations may be made, no items may be sold, solicited or exchanged on library premises. Non-library groups are not permitted to engage in fund-raising activities or to charge fees or admission to programs held on library premises. Club dues and other shared costs within an organization are not considered fees. All meetings must be free and open to the public.
9. Only library, Kent Free Library Foundation or Friends of Kent Free Library may sponsor fund-raising activities in the meeting room. Purely social functions may also be sponsored by the library, Kent Free Library Foundation, or Friends of Kent Free Library.
10. Library meeting rooms may not be used for ongoing classes or instructional purposes generally presented in the classroom.
11. No program in the library may be broadcast or televised without prior permission from the Director or Assistant Director.
12. Groups scheduling the meeting room in advance must consist of at least nine (9) individuals as smaller groups can use the Wiland Room.
13. Groups are responsible for any loss or damage to library property. The signer of the agreement must be an adult (21 years of age) and is responsible for the orderly conduct of the group; and in the event of any damage to library property/equipment, that individual will be liable.
14. An adult, age 21 or over, must sign as the responsible party for all groups of minors who use the room. Minors are not permitted to use the meeting room without adult supervision, and there must be at least one adult for every ten (10) children. Young children accompanying adult users of the meeting room shall not be left unattended in the library.
15. Campaign activities, defined as those activities directly related, pro or con, to the campaign of individual political candidates or ballot issues, are prohibited in the meeting room. Formal religious services are not allowed.
16. Cancellation notice must be given at least 48 hours in advance. Failure to give notice may jeopardize future bookings.

17. The library reserves the right to withdraw permission for meeting room use when conditions warrant such action. Meetings must be in accordance with Library Patron Behavior Guidelines and conducted so as not to disturb others using the library. Groups which disturb library activities or library users will be denied future use of the meeting room.
18. Storage of equipment and/or supplies is not permitted in the library.
19. The name, address, or telephone number of the library may not be used as the official address or headquarters of an organization. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply sponsorship of the group's activities by the Library.
20. Except in case of emergency, library staff cannot convey messages to individuals attending meetings.
21. No nails, tacks, scotch tape or other affixing agent may be used on walls, ceilings, floor, windows, doors, or furniture. Any modification of any space or installation of decoration or visual materials on walls or ceilings with tape, pins or other items that would result in damage to interior finishes is strictly prohibited. No paint, glitter, or water, or craft activities that could possibly damage tables or carpeting are allowed.
22. Admission to any meeting room function will not be denied on the basis of race, national origin, gender, sexual orientation, religion, age or handicapped status.
23. The Library Board of Trustees reserves the right to amend this policy at any time. This policy will be reviewed on a regular basis.

Fees

Kitchenette use	\$10
Set-up	\$20
Cleanup	\$20 minimum
Damages	repairs as assessed

To make a reservation

Please read the Kent Free Library Meeting Room Policy and Procedures.

Fill out the Kent Free Library Meeting Room Reservation Request Form and sign it. Return the completed request form to the Kent Free Library to the attention of the Community and Special Services Manager along with the library card number of the person responsible for making the booking.

A new application is required for each reservation.

Meeting room times may not be "saved" before a completed reservation form is approved. A meeting room reservation is not completed until the reservation is approved by the Community and Special Services Manager.

The Kent Free Library reserves the right to cancel a reservation due to weather, public utility failure, facility emergency or other just cause. Notification of said cancellation will be given to the group via telephone as soon as possible.

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