



Study and Conference Room Policy

Kent Free Library

Approved: December 21, 2006

Revised: April 21, 2016

Revised: February 16, 2017

Study and Conference Room Policy

The Kent Free Library is pleased to offer study and conference rooms for patron use. The study and conference rooms accommodate groups as outlined below.

Study Rooms – Second Floor:

There are two study rooms that hold a maximum of two (2) people in each room. Please sign up for a study room at the second floor information desk. These rooms are available on a first-come, first-served basis only and cannot be reserved in advance.

The Wiland Conference Room – Second Floor:

This conference room is available for use by groups with three (3) or more people and can accommodate up to eight (8) people. Reservations for the Wiland Conference Room may be made one week in advance at the second floor information desk, or it is available on a first-come, first-served basis when not currently in use. Groups who do not inform the library of a cancellation for a conference room three times will lose reservation privileges and will be able to use the room on a first-come, first-served basis only.

The Bumphrey Conference Room – First Floor

This conference room is available for use by groups with nine (9) or more people and can accommodate up to twenty-five (25) people. Reservations for the Bumphrey Conference Room may be made one week in advance at the first floor information desk, or it is available on a first-come, first-served basis when not currently in use. Groups who do not inform the library of a cancellation for a conference room three times will lose reservation privileges and will be able to use the room on a first-come, first-served basis only.

Please be aware of the following guidelines for both Study Rooms, and the Wiland and Bumphrey Conference Rooms:

- Individuals or groups may use any of these rooms for a maximum of two hours per day.
- Groups needing a longer amount of time, or space for more than twenty-five (25) people may wish to book the library's meeting room on the second floor.
- The rooms are available to for-profit groups for meetings, conferences and training sessions. They 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.

- The rooms must be vacated at the end of the reserved session, regardless of whether or not there is another reservation, so that other patrons can see that the room is vacant and available for use.
- The rooms close fifteen minutes before the library closes.
- Failure to exit the rooms at the end of the two hour period or fifteen minutes before the library closes will result in loss of study and conference room privileges.
- Patrons are asked not to move additional furniture into these rooms.
- Food is not permitted in the rooms. Covered drinks are allowed.
- Please tidy the room before vacating.

Approved by the Board of Trustees: December 21, 2006

Revised: April 21, 2016, February 16, 2017