



Meeting Room Policy

Kent Free Library

Approved: September 17, 2009

Revised: December 15, 2011

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Meeting Room Policy

As a community service, Kent Free Library makes meeting rooms available for patrons.

The primary purpose of the meeting rooms at Kent Free Library is to provide facilities for Library related activities. The needs of Kent Free Library, Kent Free Library Foundation and Friends of Kent Free Library will take precedence. The Second Floor Meeting Room and the Bumphrey Room are available for use by patrons when not in use for Library sponsored or co-sponsored activities, programs, or events.

The Library reserves the right to cancel scheduled events of non-library groups, or to substitute rooms, due to Library needs. When this happens, the Library will give as much notice as possible.

Eligibility

Local community groups, organizations, businesses, and commercial groups may use the meeting rooms during hours when the Library is open, subject to availability.

Limitations

Groups may not hold private social events, campaign activities, or religious services. Meeting rooms may not be used to conduct sales or to promote commercial products or services. No admission fees may be charged; fundraising, collections, or requests for donations are not permitted. No items may be sold, solicited, or exchanged.

All meetings must be open to the public.

Minors (Ages 17 and under) are not permitted to use meeting rooms without adult supervision.

Meeting Room Hours

Meeting rooms are available during regular library hours. Meeting rooms must be vacated no later than fifteen (15) minutes before closing.

Occupancy

The Second Floor Meeting Room has a maximum occupancy of one hundred (100). The room can be set up for a maximum of eighty (80) chairs or for forty-eight (48) chairs with tables.

The Bumphrey Room has a maximum occupancy of sixty (60). The room can be set up for a maximum of twenty-five (25) chairs or chairs and tables.

Equipment and Set Up

The following equipment is available for use in the Second Floor Meeting Room: 16 tables, 80 chairs, projector, screen, lapel and handheld microphone, lectern, and whiteboard.

The following equipment is available for use in the Bumphrey Meeting Room: 12 tables, 25 chairs, projector, and screen.

Groups are responsible for setting up and taking down the room. The room must be returned to the original set up following a meeting. This includes putting all trash in receptacles and cleaning tables. If used, the kitchenette counters should be cleaned, coffee grounds disposed of and pots rinsed, and no food or other items left behind. For a fee, the library will set up and take down for groups. This service must be requested at the time of booking and a setup fee paid before the start of the meeting.

Reservations

The meeting rooms may be reserved for up to eight (8) hours per day. Reservations will be accepted up to three (3) months in advance or as follows:

1. Groups may reserve a room for an entire year for regular monthly, bimonthly, or quarterly meetings beginning on October 1st of the previous year.
2. Groups may reserve a room for single occasion events occurring annually beginning one (1) year in advance.

Reservation cancellation must be given at least forty-eight (48) hours in advance. Failure to give appropriate notice, or repeated cancellations, may result in future applications being denied.

Adult (21 years of age or older) applicants shall submit a Meeting Room Reservation Request Form for each meeting. Requested dates are not confirmed until an application is received and approved by the Library. Applications will be considered and the patron notified within forty-eight (48) hours.

Refreshments

Light refreshments are permitted in the meeting rooms. Alcoholic beverages are not permitted. Open flames, such as candles or Sterno, are not permitted.

The Second Floor Meeting Room has a kitchenette available for use. The kitchenette includes a refrigerator, range, microwave, coffee pots, and a sink. It is available for a fee. Groups must provide their own serving ware.

Conditions of Use

1. The applicant is responsible for maintaining orderly conduct of their meeting so that there is no disruption to library operations or services, or to library patrons. Attendees must abide by the library's Behavior Policy. When circumstances so require, the librarian in charge may terminate a meeting in progress.
2. The Library assumes no liability and the organization releases and holds the Library harmless from any claims, actions or liabilities arising from, directly or indirectly, 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 damages to or loss of property belonging to individuals or groups using the meeting room.
3. The use of the meeting rooms by non-library organizations shall not be publicized in such a manner as to imply Library sponsorship unless the Library is co-sponsoring the event.
4. Groups are responsible for any loss or damage to Library property. In the event of any damage to Library property or equipment, the signer of the application will be liable. Groups will be assessed the cost of any necessary repairs or extensive cleanup.

5. The Library reserves the right to withdraw permission for meeting room use when conditions warrant such action.
6. Storage of equipment and/or supplies is not permitted at the Library.
7. 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.
8. 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 as soon as possible using the applicants preferred method of contact.
9. The Library Board of Trustees reserves the right to amend this policy at any time. This policy will be reviewed on a regular basis.

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