

## Kent County Public Library MEETING ROOM POLICY

**Policy:** Kent County Public Library has meeting rooms at the Chestertown location that are available for public use for cultural, civic, educational, and intellectual purposes that support the library's mission.

Meeting room reservations must be made in accordance with the stated procedures. Submission of a meeting room reservation request signifies an intent to comply with all the requirements of this Meeting Room Policy and Procedures, as well as all other library policies. Failure to abide by this policy or other library policies may result in cancellation of reservations and/or denial of future reservation requests.

Meeting rooms will be made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Kent County Public Library, its Board of Trustees, and employees assume no responsibility for the actions, opinions, or expressed points of view of the organizations that sponsor events or the individuals who attend events on library premises. Permission to meet at the library does not constitute an endorsement of that group's policies or beliefs.

Meeting rooms may not be used for private events, including, but not limited to, parties and entertainment.

Kent County Public Library Board of Trustees reserves the right to determine suitable use of the rooms, to assess fees related to use of the rooms, to suspend rules or policies, and to cancel or reschedule reservations at its discretion, with or without cause or reason, and without liability.

**Date:** August 12, 2019

**Signature:**



**Definitions:** "Applicant" – The individual requesting use of the meeting room. An applicant may be a private individual or the designated representative of a group or organization.

"Event" – The reason for which the room has been reserved, which may include meetings, information sessions, trainings, and other approved activities.

**Procedures:** Designated KCPL staff will review and approve or deny all meeting room requests based on the Meeting Room Policy. When in doubt, the request will be referred to the Executive Director for consultation. Meeting room request decisions are generally

made within three business days and notification is provided via email.

Any applicant denied use of a library meeting room may appeal the denial in writing to the Executive Director who will review the application and respond in writing to the applicant.

Reservations are made on a first-come, first-served basis and may be made up to 6 months in advance.

Applicants representing a group that holds regular meetings are responsible for placing the requests to use the space for each meeting and should not assume the space will always be available at the same day or time. Each individual and/or organization submitting a request should not plan to use the meeting room facilities more than twice a month.

If event participants will be charged fees for materials, meals, or tuition, the applicant must obtain advanced approval from the Executive Director before placing a reservation request.

At least 24 hours advance notice is requested for canceling a reservation. Applicants who do not provide advanced cancellation notice ("no shows") on a repeated basis may lose the privilege of using the library's meeting rooms.

Scheduling of library-sponsored events takes precedence over use by outside individuals or groups; therefore, in rare circumstances, it may be necessary to preempt the booking of an outside applicant. In this event, the applicant will be contacted as soon as possible and any fees paid will be reimbursed.

In the event of severe weather, loss of power, emergency situation, or other unexpected library closing, the Executive Director reserves the right to cancel meeting room reservations. The applicant will be notified as soon as possible, any fees paid will be reimbursed, and the library closing will be posted on KCPL's website.

### **Meeting Room Specifications**

KCPL has two meeting spaces available for public use at the Chestertown location.

#### *Main Meeting Room*

Fire Code Room Capacity: 127 people

Standard Fixtures: Projection Screen, WiFi, Podium, Tables & Chairs

Meetings in the Main Meeting Room must adjourn 15 minutes before closing time.

#### *"Yellow Building" (Chestertown Library, Inc., Building)*

Fire Code Room Capacity: 63 people

Standard Fixtures: Projection Screen, WiFi, Tables & Chairs, Kitchenette Access

Meetings in the Yellow Building may take place outside of the library's hours of operations. In these cases, the applicant must make arrangements to pick up a key in advance of the reservation.

### **Applicant Responsibilities**

Room reservations are the responsibility of the applicant and may not be transferred to another group or individual.

The applicant must be age 18 or older.

The applicant may be asked to provide photo identification when arriving to claim a reservation. If representing a nonprofit, the applicant may be asked to provide proof of nonprofit status.

The applicant is responsible for observing Maryland's public accommodation provisions, in which it is unlawful to refuse or deny any person from participating based on "race, sex, age, color, creed, national origin, marital status, sexual orientation, gender identity, or disability" (Annotated Code of Maryland, §20-304).

Requests for use of library equipment beyond the standard fixtures should be made on the room reservation form. This equipment is subject to availability.

The applicant is responsible for the setup and arrangement of the meeting room. If there is a problem or concern about the room or equipment, library staff must be notified immediately.

If minors are attending the event, the applicant must be present at all times and is responsible for their supervision.

The applicant must ensure the event attendance does not exceed the posted Fire Code Room Capacity.

Light refreshments or catered meals are permitted. Kitchen access for refrigeration and clean up may be requested in advance, but cooking is not permitted.

The following are strictly prohibited in the library and meeting rooms: alcoholic beverages, smoking/vaping, gambling, controlled substances, and open flames.

The applicant is responsible for any damages or loss to the meeting room or library equipment.

The applicant is responsible for clean-up of the room, including putting away tables and chairs, proper disposal of trash, and removing all their materials from the room. The library is not responsible or liable for any items that are left behind.

Applicants who are irresponsible in their use of the meeting spaces will have their

reservation privileges revoked and may be charged a fee for cleaning or damages.

### **Room Use Fees**

#### *Nonprofit & Government Organizations*

Nonprofits holding public meetings, board meetings, client meetings, etc., will not be charged a fee. The nonprofit rate is extended to recognized community nonprofits, community service groups, civic groups, social action groups, schools, and churches.

If a nonprofit is charging an admission fee for an event, the for-profit fee structure will apply.

#### *For-profit Organizations*

For-profit organizations conducting a meeting, training, or other event will be charged \$25 for the first four hours and \$10 for each additional hour. This applies to individually scheduled events and to events scheduled as a series (e.g., a single 2-hour use is \$25; a series of four 1-hour reservations scheduled at the same time is \$25).

Payment must be made in order to gain room access. Payment may be made prior to or on the date of use by cash, check, money order, or credit card (in-person only).

### **Publicity**

Applicants are responsible for publicizing their events.

All publicity for an event must clearly identify the sponsoring organization or individual. Publicity cannot state or imply that KCPL is a sponsor or co-sponsor of an event without express permission from the Executive Director or Public Services Librarian. KCPL's phone and/or fax numbers may not be included in any publicity regarding the event. The organization may not list KCPL's address as its official address.

Posters or fliers that meet the criteria established by KCPL's Bulletin Board and Literature Rack Policy may be posted at the discretion of library staff.

When placing a reservation, the applicant may request that an event that is open to the public be advertised in KCPL's online calendar. KCPL staff will mediate these requests on a case by case base.