

Kimberly Public Library

Meeting Room Policy

Adopted May 17, 2021

Purpose and Scope

Kimberly Public Library offers meeting rooms for public use. Priority for reservations is given to educational, cultural, civic, and non-profit groups. Individual reservations for small group meetings are also accepted. Meeting room use may not interfere with the normal functions and regular programs of the Kimberly Public Library. Meeting rooms are provided as a free public service.

Policy Guidelines

1. Meeting rooms will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
2. Meetings are scheduled on a first-come, first-serve basis. Library programming is prioritized over any other use.
3. Rooms may be reserved no more than ninety (90) days in advance, and no single group may have more than three (3) meetings reserved in advance. More frequent meetings may be approved by the library director if the meetings are directly related to the mission of the library.
4. Meeting room reservations will be confirmed after a signed room use application is received and approved by the library.
5. Meeting rooms are available during regular library hours of operation.
6. There will be no cost for public use of library meeting rooms.
7. Use of meeting rooms for any of the following reasons will be strictly prohibited:
 - a. Any purpose which may interfere with the regular operation of the library;
 - b. Commercial events where products, services, or memberships are advertised, solicited, or sold. Exceptions may be allowed for the sale of creative products, media or books, at the discretion of the library director when meeting rooms are used for programs that are conducted in partnership with, in contracted service to, or to the benefit of the public library;
 - c. Purely social events, including personal, company, or family parties, receptions, showers, etc.;
 - d. Gambling, or any form of illegal activity.

8. No admission fee, registration fee, nor donations may be sought from meeting attendees, except by local non-profit educational, social service, or cultural organizations with the specific permission of the library director.
9. No promotional, persuasive, or solicitous material may be distributed to other patrons using the library without the specific permission of the library director.
10. Food or beverage may be permitted with prior approval of the library director.
11. The Library has the right to deny future access to groups or individuals who leave meeting rooms in an unclean or disorderly condition, or behave in a disruptive or disrespectful manner that may infringe upon the safety or security of others or prevent the regular activity of library functions.
12. Meeting room users agree to follow all regulations established for library meeting rooms and accept responsibility for damages caused to the building, equipment, materials, and/ or personal collateral that is damaged or lost in the duration of the meeting room use for the group using it at the time that damage or loss occurred. Maximum capacity guidelines are posted outside each meeting room.
13. Events or meetings being held in the library's meeting rooms may not be publicized in a manner which suggests library sponsorship or affiliation. Use of library meeting rooms does not imply endorsement by the library staff or library board of the viewpoints presented.
14. The library does not assume any liability for groups or individuals attending a meeting in the library. The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.
15. The Library Director has the authority to issue reasonable meeting room rules and to revoke permission for use of meeting rooms if policies and rules are not followed. The Library Director has the authority to interpret minor variations from this policy. Any person or group may appeal the director's decision to the Kimberly Public Library Board.