



# Campbell County Public Library

## *Meeting Room Policy and Application*

Created 1 Oct 1989  
Revised 20 Jan 2016  
Reviewed 16 Nov 2016

### **Purpose and Availability**

The Library's meeting rooms are intended primarily for Library sponsored activities. When the rooms are not in use by the Library, they may be used by other organizations for occasional meetings. All meetings must be open to the public.

Organizations may not use Library facilities for purely social functions, fundraising or commercial enterprises. No organization's use of the room may interfere with or disturb the Library's regular operations. An organization's use of the facilities does not imply the Library's endorsement. The Library reserves the right to deny the use of Library facilities. The Library accepts no liability or responsibility for any damage to persons or property resulting from use of Library facilities. The Library is a limited public forum and, as such, may deny the use of its facilities in accordance with its policies.

### **Guidelines for Public Use**

- Application for use of Library facilities must be completed for each time the meeting room is requested.
- The application form must be completed and returned to the Library prior to the scheduled meeting.
- The application must be approved by the Library Director (or designee) prior to the scheduled meeting.
- All meetings must be within regular operating hours but must end a minimum of fifteen minutes prior to closing.
- Reservations will be taken on a first-come, first-served basis. Reservations may be made up to three months in advance. A maximum of three meetings at a time may be scheduled.
- The Library shall be notified 48 hours in advance in case of cancellations or changes.
- Requests for audiovisual equipment and kitchen facilities must be made with the application.
- Organizations using Library facilities may not charge admission fees nor may a donation be solicited. Any funds collected or exchanged within the meeting room must not benefit a particular person but be used for charitable purposes or for the maintenance of a non-profit organization.
- The maximum number of persons allowed in the meeting room is determined by the local fire code. Currently these limits are 65 in Cold Spring and 99 in Fort Thomas. Newport has two large meeting rooms: the main floor meeting room holds 99 and the lower level Presidents Room holds 120.
- No smoking or alcoholic beverages are permitted.
- If furnishings of the meeting room are rearranged, they shall be returned to previous arrangement. If the kitchen facilities are used, they shall be returned to good condition.
- The person completing application for use of Library facilities is responsible for any damages to Library property. Damages should be reported to Library personnel as soon as possible.
- Accidents shall be reported immediately to Library personnel.
- Failure to adhere to regulations may result in denial of future use of Library facilities.
- The Library will not be responsible for storage of any materials or equipment. Short term exceptions may be made upon request.
- Individuals reserving the meeting room must be at least 18 years of age.
- Except as a designation of location, the name of the Library may not be used in any publicity.
- All rules for appropriate behavior in the Library must be observed while using the meeting room.
- The Library reserves the right to cancel a meeting at any time.

### **Review or Appeal Procedure**

Exceptions to this policy may be made at the discretion of the Library Director or his/her designee. Individuals or groups who are denied use of a meeting room may appeal to the Director. Such appeal shall be filed in writing with the Director within 10 days of rejection of the application.

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**Application**

Name of Organization: \_\_\_\_\_

If organization, please specify type of group (check one):

Non-profit     Business     Government agency     Study     Other

Meeting date: \_\_\_\_\_ Is the meeting open to the public? \_\_\_\_\_

Meeting time **from** (include set up): \_\_\_\_\_ **to** (include clean up): \_\_\_\_\_

Topic or purpose of meeting: \_\_\_\_\_

Name of individual filing application: \_\_\_\_\_

Address: \_\_\_\_\_ Phone(day): \_\_\_\_\_

Alternate contact person: \_\_\_\_\_ Phone(day): \_\_\_\_\_

Is kitchen needed? \_\_\_\_\_ Equipment needs (audiovisual, easel, etc): \_\_\_\_\_

Are press notices planned? \_\_\_\_\_ Are exhibits planned? \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

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**Signature**

*I have noted the conditions for use of the room and accept the responsibility for the room, its contents, and the behavior of any individuals in attendance.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Office Use Only**

Library employee taking application: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_