



# Campbell County Public Library

## *Meeting Room Policy*

Created 1 Oct 1989

Revised 14 Nov 2018

Reviewed 20 Nov 2019

### **Purpose and permitted use**

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 a meeting 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.

Any person(s) using any of the library's meeting spaces agree to the terms of this policy in its entirety without exception.

### **Application and reservations**

The application (available online) for use of library facilities must be completed 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. Reservations may be made up to three months in advance. Reservations will be taken on a first-come, first-served basis. 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. Rooms will only be held for 15 minutes past the reservation time.

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 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. Individuals reserving the meeting room must be at least 18 years of age.

The library reserves the right to cancel a meeting at any time.

### **Capacities**

The maximum number of persons allowed in the large meeting rooms is determined by the local fire code. Currently these limits are 99 in Cold Spring, 99 in Fort Thomas, and 25 in Alexandria. Newport

has two large meeting rooms: the main floor Kinsella Community Room holds 99 and the lower level Presidents Room holds 120.

Study and conference rooms are limited to the number of people who can safely exit the room in twenty (20 seconds) or less.

### **Conditions of use**

- All meetings must be within regular operating hours but must end a minimum of fifteen minutes prior to closing. Study rooms are reserved in two (2) hour blocks. This time may be extended up to four (4) hours if others are not waiting to use the room.
- Requests for audiovisual equipment and kitchen facilities must be made with the application.
- 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.
- 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.
- All rules for appropriate behavior in the library must be observed while using the meeting room.

### **Food and drinks**

Food and drink (including full meals) are permitted in the library's large meeting rooms. Limited kitchen facilities are available with each of these rooms.

Food and drink (light snacks and lidded drinks only) are permitted in the library's study rooms and conference rooms. No kitchen facilities are provided when using these rooms.

### **Publicity and advertising**

Except as a designation of location, the name of the library may not be used in any publicity.

No signage may be placed outside of the library's building to designate use of the meeting room. Any interior signage is limited to the space immediately in front of the meeting room door. Signs may only be outside the room 30 minutes prior to a meeting and 15 minutes afterward. All signage that will be used outside of the meeting room must be approved by the branch manager. Exceptions in signage may be made when the library co-sponsors an event with an organization.

### **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.