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## **Program Rooms, Meeting Room, and Gazebo Use Policy**

Use of the Kent Public Library Program Rooms, Meeting Room and Gazebo is primarily for programs conducted or sponsored by the Library, and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural, or civic purposes. The fact that a group is permitted to use a Program Room, Meeting Room or Gazebo does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All meetings must be free of charge and open to the public.

Programs that are planned by the Library take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of the Program Rooms, Meeting Room or Gazebo for Library purposes upon two (2) weeks notice to the organization which had requested that space.

As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to the numerous groups of the community, reservations are taken not more than three (3) months in advance.

**APPLICATION:** Formal application for use of a Program Room, Meeting Room or Gazebo is made by submitting an *Application for Use of Program Room/Meeting Room/Gazebo* form to the Library Director at least one (1) month before desired date. An individual responsible for the meeting must complete and sign the application form. Permission is granted at the discretion of the Library Director. The Director's denial of a request may be appealed to the Library Board. Change of meeting dates and/or times must also be cleared by the Library Director.

Requested dates are **NOT** confirmed by completing and submitting the *Application for Use of Program Room/Meeting Room/Gazebo*. All applicants will receive written notification from the Kent Public Library confirming or denying requested dates.

**INSURANCE:** Use of the Kent Public Library Program Rooms, Meeting Room or Gazebo will only be permitted where the organization provides a current Certification of Liability Insurance with minimum coverage of \$1,000,000 bodily injury and \$500,000 property damage. The Certification of Liability Insurance must be submitted prior to using a Program Room or Gazebo. Individuals and organizations that are unable to supply a current Certification of Liability Insurance are required to sign a Waiver of Indemnification prior to using Library facilities.

### **GENERAL RULES OF USE:**

1. The Program Rooms, Meeting Room, and Gazebo may not be used for regular religious services, sales promotions, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Existing programs that offer educational services to library patrons, such as Defensive Driving, are exempt from this rule.
2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.

3. All meetings must be held during the Library's regular hours of operation. Programs should be planned so that the Program Room or Meeting Room will be vacated 15 minutes before closing time. Gazebo electricity will be turned off 15 minutes before closing time.
4. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the Program Room, Meeting Room or Gazebo.
5. Individuals or groups using the Program Rooms, Meeting Room or Gazebo shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
6. Attendance at authorized meetings may not exceed the maximum  
Upstairs Program Room capacity of 21 people with tables and chairs or 30 with chairs only;  
Downstairs Program Room capacity of 49 people (seated or standing);  
Meeting Room capacity of 15 people with tables and chairs or 20 with chairs only;  
Gazebo capacity of 24 people (seated or standing).
7. Groups of children or teenagers must be supervised by one adult for every 10 children/teens.
8. No cooking may be done or food served without approval of the Library Director. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.
9. Program Rooms, Meeting Room and Gazebo must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.
10. No games of chance may be played.
11. Meetings must be conducted in such a way as to not disturb Library operations.
12. Use of audio-visual equipment must be arranged at time of reservation.
13. Library personnel will not move or rearrange heavy furniture or equipment.
14. The Library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
15. The applicant accepts liability for either damage to Library facilities or loss of Library property.
16. The Library reserves the right to close due to adverse weather conditions and will attempt to notify the applicant.
17. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
18. Library personnel must have free access to the Program Rooms, Meeting Room, and Gazebo at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with these regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space. Meetings in progress that are observed to be in violation of this policy will be terminated immediately.
19. Posting flyers, notices, posters, handbills, etc. on the Library Gazebo is prohibited.

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Approved by the Kent Library board on June 21, 2011, February 16, 2021

Review Cycle: 4 years

Review History: revised January 17, 2012, July 21, 2015, November 28, 2017, February 16, 2021