

## MEETING ROOM LIBRARY POLICY

Kitsap Regional Library provides free, accessible meeting rooms to support the needs of our communities. Meeting attendees must abide by the provisions outlined below, the Standards for Patron Conduct, and the guidelines specific to each of our nine locations.

1. Access to the meeting space may not be restricted based on gender, race, creed, color, religion, national origin, age, disability, marital status, or sexual orientation.
2. Meeting rooms are available on a first-come, first-served basis. Library programs and library-sponsored events will be given priority in the use of meeting room space. The Library and/or building owner, reserve the right to limit, cancel, or change reservations.
3. The person or group reserving the meeting space is responsible for the setting up or taking down of equipment.
4. Use of the Library meeting room does not constitute an endorsement by the Library of a program or points of view expressed. No advertisement or announcement implying sponsorship, co-sponsorship or approval by the Library may be used, including the use of Library logos or other official branding, unless written permission to do so has previously been given by the Library Director or designee.
5. The Library does not assume liability for injuries or damage to personal property that occur as a result of meeting room usage.
6. The applicant for the room is responsible for any damage to the facility, property and/or equipment and the cleanliness of the facility at the close of the meeting.
7. With the exception of the Manchester and Bainbridge Island Branch meeting rooms, which are owned and operated by outside parties, meetings planned by a business or individual to promote, advertise, raise funds, and/or lead to the sale of a product or service will not be permitted. Exceptions include fundraising activities of Kitsap Regional Library, recognized Friends of the Library groups, and the Kitsap Regional Library Foundation.
8. Applicants denied the use of a meeting room may appeal the decision to the Branch Manager within ten days from the date of denial of use. If the appeal to the Branch Manager is denied and the applicant is still dissatisfied with the reasons offered, the applicant may then choose to file a formal complaint under the Kitsap Regional Library Patron Grievance Policy.