

MEETING ROOM LIBRARY POLICY PROCEDURES

1. Meeting room users will agree to abide by the Meeting Room Policy and the Standards of Patron Conduct Policy.
2. Individual locations are empowered to create guidelines for meeting room use (hours of availability, frequency of use) which reflect the parameters of the physical space as well as the needs of the community. These guidelines must be approved by the Director of Public Services. Up to date information on current guidelines can be found on the "Community Space Interest Form" for each location on the Kitsap Regional Library website.
3. Meeting room users may not block access to or lock the room. Free passage must be maintained to ensure safety and in some cases, staff access to materials, break spaces, etc.
4. The library reserves the right to limit or restrict usage based upon expectations not being met such as repeat cancellations without notifying staff, room damage, or the creation of marketing materials which imply Library sponsorship.
5. Staff are responsible for responding to Community Space Interest Forms within two business days, for sharing the Community Room Guide upon successful booking, and for welcoming attendees on the day of the event.
6. On-site entrance fees of any kind may not be charged for meetings. Groups that normally collect dues from members may do so, but a dues payment cannot be a requirement for attending the meeting, nor are non-members to be approached or solicited for money at the meeting.
7. Meetings planned with the intent to provide services which have been agreed upon prior to the meeting and outside of the Library, such as tutoring or legal consultations, are permitted provided that they follow Library policies and branch use guidelines.
8. As per the standards for patron conduct policy, alcoholic beverages are not permitted on library property. Exceptions may be allowed through express permission by the Library Director providing adequate licensing is obtained.
9. Meeting room users are responsible for any damage to the room and for the cleanliness of the room at the close of the meeting. Breach of this expectation must be reported to the Branch Manager or Public Services Supervisor-immediately who will consult with the Public Services Director regarding cleaning fees, charges for damages and/or cancellations of any further room reservations.