

# **Kennebunk Free Library Meeting Room Use Policy**

## **1. Statement of Purpose**

The mission of the Kennebunk Free Library (the “Library”) is to serve the diverse cultural, informational, educational and recreational needs of the community. In support of this mission, the Library provides a meeting room that is available to community members and to community and non-profit groups for meetings that are educational, intellectual, cultural, charitable, civic, or recreational in nature. In keeping with its mission, the Library adopts this Meeting Room Use Policy (the “Policy”).

## **2. Equitable Access Regardless of Beliefs or Affiliations**

This policy was prepared with the intent to adhere to the American Library Association’s Bill of Rights regarding the use of meeting rooms. In allocating the use of the Library’s meeting room, the Library shall not discriminate on the basis of the political or religious beliefs of applicants, or on any other constitutionally or statutorily prohibited basis. The provision of meeting room space, however, is not the primary mission of the Library and must always be subordinate to the paramount need to provide a safe, peaceful, and respectful environment in which to read and study.

## **3. Administrative Authority**

Unless otherwise specified, the Library Director, in his or her sole discretion, shall implement and oversee this Policy as well as any associated meeting room procedures. The Library Director shall review and approve or deny all applications to use the Library’s meeting room.

The Library may refuse the use of the Library’s meeting room, whenever in the Library Director’s best judgment, such use does not conform to the specific terms or intent of this Policy and/or any other Library policies and procedures. In coming to this conclusion, the Library Director may, at his or her discretion, convene a review committee comprised of three members of the Library Board of Trustees, at least one of whom is a member of the Governance and Policy Committee. In the event that the Library Director rejects any application for use of the meeting room, the Library Director’s decision is final.

## **4. Limitations on Use of Meeting Room**

No use of the meeting room that is likely to disturb or disrupt Library patrons in their customary use of Library facilities, impede Library staff in the performance of their duties, or endanger the Library’s patrons, facilities, or collection will be approved or permitted.

In determining whether such a likelihood exists, the Library Director may take into consideration the contents of the application form, the history of the group’s use of the Library, the history of

the group's use of meeting facilities elsewhere, and such other information as he or she may deem appropriate.

To promote accessibility of the meeting room to a wide variety of groups, the Library may limit meetings for any particular individual or group.

### **5. Use of Meeting Room Does Not Constitute Library Endorsement**

Permission to use the meeting room does not constitute or imply Library endorsement of the aims, policies, or activities of any individual, group, or organization, or any views expressed in the meeting.

### **6. Priority of Library or Town Sponsored Meetings**

Reservations for meeting room space are on a first-come, first-serve basis. Library or Town sponsored meetings have priority and the Library reserves the right to preempt any scheduled meeting. The Library will make every effort to give advance notices of such preemption.

### **7. No Admission Charge Permitted**

Attendance at all meetings must be free of charge. No admission charge, request for donation, or sale of items is permitted. Meeting rooms shall not be used for commercial or fundraising purposes. The only exceptions to this prohibition are fundraising activities to benefit the Library and/or the sale of books, audio books, or other items by authors or artists as part of a Library program.

### **8. Advertising and Publicity**

Individuals and groups using Library meeting rooms must not use advertising or publicity materials that indicate or imply that a program is sponsored, co-sponsored, endorsed, or approved by the Library. Advertising and publicity must include a contact phone number for the group and/or individual responsible for the program and may not include the Library's phone number. No group may consider the Library its permanent meeting place or use the Library as its mailing address.

### **9. Security**

The Library reserves the right to determine, at the Library Director's discretion, whether any proposed use of a meeting room will require a police detail or any other police presence, and if so, the anticipated cost thereof.

In making this determination, the Library Director may take into consideration the contents of the application form, the individual's or group's historical use of the Library, the individual's or group's historical use of meeting facilities elsewhere, and such other information that the Library Director may deem appropriate. The Library Director may consult with members of the Kennebunk Police Department in this regard. If the Library Director determines that police

protection is reasonably necessary, the individual or group seeking to use the meeting room shall be required as a condition of such use to pay to the Library the anticipated cost of police protection in advance of the meeting. Any surplus payment will be returned after the meeting. The individual or group is also liable to the Library for any deficiency.

## **10. Meeting Times**

Meetings must conform to the Library's scheduled operating hours. Exceptions may be made upon written request. In the event that staff is requested and approved after operating hours, the cost of same must be paid in advance of the meeting. A Library staff member or Trustee must be present at any meeting that extends beyond regular operating hours.

## **11. Liability/Indemnification**

All individual applicants and groups shall indemnify, defend, and hold harmless the Library, its Trustees, officers, agents, and employees from and against any and all claims, suits, and actions of any kind arising, resulting, or accruing from any negligent act, omission, or error of the individual or group resulting in or relating to personal injuries or property damage arising from the individual's or group's use of the Library.

The Library shall not be held responsible for loss or damage to materials left in the meeting room or the personal property of those attending meetings.

Use of the Library's meeting room by any individual or group signifies acceptance of the terms of this policy and any supplemental procedures.

## **12. Supplemental Procedures**

The Library's Board of Trustees delegates to the Governance & Policy Committee and/or the Library Director (with the Governance & Policy Committee's approval) the authority to develop and implement such supplemental procedures and application forms necessary to further the provisions and intent of this Policy.

**Approved by the Board of Trustees January 27, 2009.**

**Note Companion Policies and Procedures:**

*Kennebunk Free Library Meeting Room Use Procedures dated January 27, 2009, as amended*

*Kennebunk Free Library Exhibits Policy, enacted January 29, 2008, as amended*

*Kennebunk Free Library Food and Beverage Policy, enacted September 30, 2008, as amended*

*Kennebunk Free Library Patron Conduct Policy, enacted September 30, 2008, as amended*