

Statement of Purpose

The mission of the Kennebunk Free Library is to inspire and enable our communities to discover, learn, and connect. In support of this mission, the library provides meeting rooms that are available to community members and to community and non-profit groups for meetings that are educational, intellectual, cultural, charitable, civic, or recreational in nature. This Meeting Room Use Policy establishes rules, regulations, and procedures for the use of the library's meeting facilities.

Permission to use a 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.

Eligibility and Guidelines

Reservations for a meeting room space are on a first-come, first-serve basis. The primary purpose of meeting rooms at KFL is to provide a space for library-related activities. Library or Town sponsored meetings have priority, and the library reserves the right to preempt any scheduled rental to accommodate library needs. The library will make every effort to give advance notice of such preemption.

Reservations may not be made more than 45 days in advance to ensure availability for library programs. No recurring reservations may be made.

Meetings must fall within the library's scheduled operating hours. Exceptions may be made by the Executive Director upon written request. A library staff member must be present at any meeting that extends beyond regular operating hours.

Programs and meetings held in the library 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 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.

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, in keeping with the American Library Association's Bill of Rights. 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.

Limitations on Use of Meeting Rooms

All meeting room reservations are subject to approval by the Executive Director.

The library may refuse the use of a meeting room, whenever in the Executive 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 the event that the Executive Director rejects any application for use of a meeting

room, the decision is final. Disagreement with the Executive Director's decision can be addressed as outlined in the Patron Complaint Policy.

No use of a 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 Executive 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 other relevant information.

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

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 name, phone number, and email address for the group and/or individual responsible for the program and may not include the library's contact information. No group may consider the library its permanent meeting place or use the library as its mailing address.

Announcements or notices to publicize an event may not be posted or distributed on library property without prior approval of the Executive Director.

Security

The library reserves the right to determine, at the Executive 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 Executive 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 Executive Director may deem appropriate. The Executive Director may consult with members of the Kennebunk Police Department. If the Executive 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.

The library reserves the right to observe any event held in library space to ensure such event is consistent with this policy, no illegal activity is taking place, and to ensure compliance with library rules of conduct. The library's right to observe will not apply if the event is scheduled in accordance with this policy and is a lawful executive session of a government body.

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 a meeting room or the personal property of those attending meetings.

If deemed necessary by the Executive Director, the library may require proof of insurance from the individual or group renting library space and/or may require that the library be added as an additional insured.

Usage Agreement and User Responsibilities

- To request use of library space, an individual or group seeking to use the meeting room must complete and submit a meeting room application form at least one week prior to the meeting date. No application will be accepted more than 45 days in advance of the meeting date. A \$10.00 non-refundable deposit must accompany the application with the balance due prior to or on the date of event. Notice of cancellation must be given at least 3 days in advance of the meeting date. Failure to do so may result in loss of meeting room privileges and/or forfeiture of the room fee.
- Applicants must be at least 18 years old. The person signing the application form must remain in the meeting room throughout the period for which it is reserved to ensure the safety and security of meeting attendees. The applicant is responsible for supervising all children in attendance.
- All users of library space, including participants and attendees, must comply with KFL's Patron Conduct Policy.
- Events held in library space may not discriminate by race, color, national origin, sex, religion, age, disability, sexual orientation or other class protected by law.
- Room charge fees are as follows:
 - a. For-Profit Groups: \$35.00 for 2 hours
 - b. Individuals: \$30.00 for 2 hours
 - c. Tutoring: Free of Charge (provided that no fee is charged to the student)
 - d. Non-Profits: \$20.00 for up to 2 hours, \$10.00/hour for each additional hour or part thereof*

* May be waived at the Executive Director's discretion; Federal Tax ID number required.

An additional fee, to be determined by the library, may be added if library staff or other resources are required during an event or for staff time needed outside of library hours.

- Set up and cleanup is the responsibility of the applicant. Time for set-up and clean-up will be included in the calculation of room charge fees.
- Room charge fees do not include the use of library staff other than to provide access to the meeting room, unless special permission has been granted and all appropriate fees have been paid in advance for staff services.
- Applicants may not tape or tack anything to any meeting room surface without prior written approval of the Executive Director.
- Chairs and folding tables are available for applicant use. A podium, projector, and projection screen may be available when not in use for library programming. WiFi is accessible throughout the building. It is the responsibility of the applicant to provide necessary equipment not available at the library.
- While refreshments are permitted, use of the meeting room is subject to the library's Food and Beverage Policy.
- The meeting room must be returned to its original condition. Recyclable trash must be sorted into appropriate containers and non-recyclable trash and garbage must be bagged and disposed of by the applicant. No janitorial services will be provided. The applicant will be held responsible for any damage resulting from use of the meeting room, for damage to the meeting room or its contents, and the cost of any services required to restore the meeting room or any other part of the library to its condition prior to the meeting.
- Library staff are not responsible for relaying messages to individuals in the meeting room.
- The library is unable to provide storage either before or after the meeting.
- The maximum room capacity is 35.
- Applicants assume full responsibility for providing and paying for any special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.
- Any false, misleading, or incomplete statement on the application form shall be grounds to deny the applicant use of meeting room.
- Failure to comply with these regulations or the Meeting Room Use Policy will result in withdrawal of meeting room use privileges.
- Use of a library meeting room by any individual or group signifies acceptance of the terms of this policy and any supplemental procedures.