

KENNEBUNK FREE PUBLIC LIBRARY  
Meeting Room Use Procedures

Pursuant to the Kennebunk Free Library's Meeting Use Policy, use of the meeting room is subject to the following procedures:

1. Any individual or group seeking to use the meeting room shall complete and submit a meeting room application form. Such form shall incorporate by reference the Meeting Room Use Policy and these procedures and shall confirm that the applicant has received a copy of both and that they agree to abide by their terms and conditions.
2. In order to ensure adequate time to process a meeting room request, a meeting room reservation application form should be completed and submitted at least one week prior to the meeting date. No application, however, will be accepted more than 45 days in advance of the meeting date. A \$10.00 non-refundable deposit must accompany the application with balance due prior to or on 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 charge fee.
3. 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 and of the Library's facilities. They must also ensure that attendees observe all applicable Library policies and procedures.
4. The applicant is responsible for supervising all children in attendance.
5. No application shall be deemed complete until the Library has received a completed application form signed by a duly authorized individual over the age of 18, together with any applicable fee(s).
6. Room charge fees are as follows:
  - a. For-Profit Groups: \$25.00 for 2 hours
  - b. Individuals: \$25.00 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 Library Director's discretion; Federal Tax Identification number required.

7. Time for set-up and clean-up will be included in the calculation of room charge fees.
8. 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.

9. Applicants may not tape or tack anything to any meeting room surface without prior written approval of the Library Director.
10. It is the responsibility of the applicant to provide necessary equipment not available at the Library. Chairs and folding tables are available, as well as a podium, projector, and projection screen. WiFi is accessible throughout the Library.
11. A small kitchen equipped with a microwave and refrigerator is available for use. Groups must provide their own coffeemaker, utensils, paper products, and any other items they require. While refreshments are permitted, use of the meeting room is subject to the Library's Food and Beverage Policy.
12. The meeting room must be returned to the same condition than when found, e.g. chairs stacked and kitchen cleaned. 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.
13. The Library is unable to provide storage either before or after the meeting.
14. The maximum room capacity is 35.
15. The applicant and the organization they represent agree to pay for any special maintenance or security required, as determined by the Library Director.
16. 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.
17. Any false, misleading, or incomplete statement on the application form shall be grounds to deny the applicant use of meeting room.
18. Failure to comply with these regulations or the Meeting Room Use Policy will result in withdrawal of meeting room use privileges.