

KANAWHA COUNTY PUBLIC LIBRARY

Policy for Public Use of Kanawha County Public Library system Meeting Rooms

The Kanawha County Public Library (KCPL) system meeting rooms are open to individuals, groups, organizations and businesses engaged in educational, cultural, intellectual, or charitable activities. Commercial activities including the promotion or sale of items or services are prohibited. The meeting rooms are available from one half hour after opening to one half hour before closing. Permission to use the library facilities does not constitute an endorsement by the KCPL system or Board of the user or the user's beliefs.

The meeting rooms are available free of charge to non-profit applicants. Groups may be asked to furnish verification of their non-profit status. ***For-profit applicants must pay via check or cash before their confirmed meeting date. The nonrefundable fee is \$15.00 per hour or any portion of an hour.***

Library sponsored programs and activities have first priority for use of the meeting rooms. Applications should be submitted on a KCPL Meeting Room Application form. Applications are approved on a first-come, first-served basis within 14 working days of receipt of the completed application.

A portion of time for each meeting room is available for groups wishing to meet regularly. These groups may submit an application for up to one year at a time. Regardless of the date when the initial application is made and approved, groups must apply each April for the following ***fiscal year*** and are limited to two consecutive years per library facility. Applications submitted after April will be considered if there are no previous applicants for the requested time.

All individuals, groups, organizations and businesses using the meeting rooms must adhere to the KCPL Code of Patron Behavior (except 3N and 5 when approved) and Children's Department Supplement as well as the Meeting Room Policy Rules. Groups and individuals may not solicit or accept contributions or fees in relation to their use of the meeting rooms. All activities and materials related to the use of the meeting rooms must be contained within the room. The person or organization reserving the meeting room is responsible for any damages to the library facilities and equipment and for leaving the room as they found it. Any individual, group, organization or business who abuses or violates these rules and regulations may be denied use of the meeting rooms, including the cancellation of future and in-progress activities. The KCPL system reserves the right to have a staff member present at any scheduled activity.

The library will not be responsible for accidents and injuries and will assume no responsibility for equipment, supplies or other items owned by the group or individual and used in the library.

The Board of Directors of Kanawha County Public Library may review and modify this policy at its discretion. An applicant who has been denied use of a meeting room may appeal to the Library Director in writing within five working days after the application has been denied.

Adopted by the Kanawha County Public Library Board of Directors February 12, 1996