



Meeting and Study Room Use Application

Name of Organization/Group or person: _____

Status: ____ For-profit OR ____ Non-profit (Tax exempt ID no. _____)

Brief description of meeting/program: _____

Category of use: ____ Educational/intellectual ____ Cultural ____ Charitable

Preferred location (library): _____ Preferred Space: ____ Meeting Room OR ____ Study Room

Expected Attendance: _____ Date(s) needed: _____

Start time: _____ End Time: _____ including time for setup and cleanup

Refreshments: ____ No ____ Yes (Must be approved) ADA Accommodations needed: ____ No ____ Yes

Note: Upon request all groups or individuals using a room shall comply with provisions of the Americans with Disabilities Act (ADA) including provision of sign language interpretation, materials in an accessible format, and room setup. Contact the Library's ADA Coordinator for questions or additional information related to ADA compliance.

Contact Name: _____ Phone #: _____

Mailing Address: _____ City: _____ State: ____ Zip code: _____

Email address: _____ Library Card #: _____

Responsibility Agreement: I have read and on behalf of the above listed name/organization agree to be bound by the "Kanawha County Public Library Policy for Public Use of Meeting Rooms" and rules established to govern the use of the Library's rooms. I understand that I am responsible for damages, repairs or special cleaning needs to Library facilities, furnishings and equipment resulting from use – and that failure to comply with any aspect of the policy may result in immediate or future loss of room privileges.

Signature: _____ Date: ____/____/____ Library Card #: _____

Staff Use:

____ Approved ____ Not Approved ____ Space not available Reviewed by: _____ Date: ____/____/____

____ Entered on calendar Contact notified: ____/____/____

Payment of \$ _____ received on ____/____/____

KANAWHA COUNTY PUBLIC LIBRARY Policy for Public Use of Kanawha County Public Library system Meeting and Study Rooms

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

The Kanawha County Public Library (KCPL) system meeting and study 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 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 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 rooms. Applications should be submitted on a KCPL *Meeting and Study Room Use 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 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 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 and study 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 and study rooms must be contained within the room. The person or organization reserving the 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 that abuses or violates these rules and regulations may be denied use of the 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 or study room may appeal to the Library Director in writing within five working days after the application has been denied.

Library Facility	Telephone	Hours of Operation	Meeting Room Capacity	Study Room Capacity
Main Library 123 Capitol Street Charleston WV 25301	304-343-4646 304-348-6530 (Fax)	Mon-Thu 9am-9pm Fri and Sat 9am-5pm Sundays (Oct.-Apr.) 1pm-5pm	60 (Ray Meeting Room)	None
Clendenin Branch 107 Koontz Ave Suite 100 Clendenin, WV 25045	304-548-6370 304-548-4841 (Fax)	Tue and Thu 10am-8pm Wed Noon-6pm Sat 10am-3pm	20 (Meeting Room)	None
Cross Lanes Branch 5449 Big Tyler Road Cross Lanes, WV 25313	304-776-5999 304-776-6005 (Fax)	Tue and Thu 10am-8pm Wed 10am-6pm Fri 10am-5pm Sat 10am-2pm	40 (Meeting Room)	3 (Study Room)
Dunbar Branch 301 12 th Street Mall Dunbar, WV 25064	304-766-7161 304-766-7242 (Fax)	Mon, Tue and Thu 10am-9pm Wed, Fri and Sat 10am-5pm	80 (Meeting Room)	4 (Study Room)
Elk Valley Branch 313 The Crossings Elkview, WV 25071	304-965-3636 304-965-3702 (Fax)	Mon-Thu 10am-8pm Fri-Sat 10am-5pm	70 (Meeting Room A) 90 (Meeting Room B) 160 (Meeting Room AB)	3 (Study Room 1) 3 (Study Room 2) 3 (Study Room 3)
Riverside 1 Warrior Way Suite 104 Belle, WV 25015	304-949-2400 304-949-2409 (Fax)	Mon 3pm-8pm Tue and Thu 10am-8pm Wed and Sat 10am-5pm	None	6 (Study Room 1) 6 (Study Room 2)
Sissonville 1 Tinney Lane Charleston, WV 25312	304-984-2244 304-984-2251 (Fax)	Mon and Thu 10am-5pm Tue 10am-8pm Sat 10am-3pm	40 (Meeting Room)	3 (Study Room)
St Albans 602 4 th Street St. Albans, WV 25177	304-722-4244 304-722-4276 (Fax)	Mon, Tue and Thu 10am-8pm Wed and Fri 10am-5pm Sat 10am-2pm	100 (Meeting Room)	12 (White Study Room)