

MEETING ROOM POLICY KING MEMORIAL LIBRARY

1. The library Meeting Room/Community Room is available to non-profit organizations engaged in educational, cultural, intellectual, recreational or charitable activities on a first come, first served basis. Groups using the room may not charge an attendance fee, and the public is free to attend. All groups must have adult supervision at all times. Profit-making companies and individuals who wish to use the rooms to educate the public will not be exempted from the non-profit requirement.
2. Organizations may book the meeting room up to six months in advance. The library should be notified 24 hours in advance of any meeting cancellation. Library-sponsored activities, fundraisers and library board, staff functions pertaining to the library take priority in the use of the room. The Library reserves the right to reschedule or cancel meetings. New requestors involved in private non-profit organizations must send a written request to the Library Board trustees for community room use.
3. Maximum permitted occupancy will not be exceeded. The Community Room legally can hold no more than 48 persons.
4. Set-up will be provided by the Library staff. Light refreshments may be served with the permission of the Director. The Group is responsible for clean up. Organizations holding meetings assume responsibility for any damage to the room or its contents. The Library assumes no responsibility for loss, damage or liability that may arise through use of the facility.
5. The meeting room may be used during library hours and/or after hours with permission from the Library Director.
6. Meetings that in any way interfere with operation of the Library or which threaten the safety of the Library staff or patrons will not be permitted. Meetings may not violate the "Rules Governing the Use of the Library." Violation of these regulations may result in denial of permission to use Library facilities in the future.
7. Solicitation for non-profit community organizations fund-raising projects will not be allowed upon Library premises, but such display and space for fund-reporting activities and passive library-user-initiated sales may be authorized at the Director's discretion.
8. The Organization is responsible for event or program advertising and publicity. The group or organization using the Library Meeting Room may not imply that the event or program is sponsored, co-sponsored, hosted or endorsed by the Library in any advertising or publicity.
9. The King Memorial Library does not advocate or endorse the viewpoints of the meetings or meeting room users.