

## **Kent County Public Library Meeting Room Policy**

The Kent County Public Library Board of Trustees makes available its meeting rooms for use by non-profit groups for non-commercial, cultural, informational, educational, intellectual and civic purposes. Room availability is contingent on there being no conflict with Library or State /County Government programs or meetings, which have first priority, at all times. The Library Board reserves the right to determine suitable use of the rooms, to assess fees for use of the rooms, to suspend rules or policies, and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability.

The fact that a group is permitted to meet at the Kent County Public Library does not in any way constitute an endorsement of the group's policies and beliefs.

Groups may not use the name or address of the Kent County Public Library as the official address or headquarters of the organization.

Advertisements for meetings held in the Library may not be displayed in such a manner as to suggest Library sponsorship.

Failure to abide by this policy and related rules will result in cancellation or refusal of reservations.

An organization seeking to use meeting facilities must agree in writing to observe this policy and regulations.

*Approved by the Kent County Public Library Board of Trustees, November 24<sup>th</sup>, 2003.*