

## **Meeting Room Reservations and Scheduling:**

1. **All non-library meetings shall be open to the general public**, regardless of age, sex, race, religion, national origin or physical abilities.
2. Reservations must be made in writing, on the Library's reservation form, not more than 90 days prior to the event.
3. No group may reserve the room in advance for more than 2 uses in any one calendar month.
4. The person authorized by the group to assume responsibility on its behalf and sign the application for the room must be a Kent County Public Library patron, i.e. a registered borrower.
5. All reservations must be confirmed by the Library; an application for use does not assure approval.
6. Requests will be considered in the order of application, except for priority users.
7. No group may transfer use of the rooms.
8. Same week only reservations may be made by any group subject to availability.
9. Library meeting rooms may only be used during regular library hours. All rooms must be vacated one half hour prior to library's closing.

## **Fees:**

Library groups, government organizations, and quasi-government groups<sup>1</sup> are exempt from fees. All other users pay a \$10.00 fee per use, payable prior or on the date of the use. All cancellations must be made 72 hours in advance of the scheduled use of the meeting room in order to receive a refund.

## **Use/Care of the Room**

1. Groups may not exceed the stated capacity of the room.
2. Excessive noise or use of hazardous materials is prohibited.
3. Groups that include children under the age of 18 must provide adult supervision at the ratio of

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<sup>1</sup>Quasi-governmental means groups appointed by a Government body or receiving 50% or more of their funding from Government sources.

one adult for each ten children.

4. The Library provides a limited number of chairs and tables. The Library does not set up the rooms for users. No audiovisual equipment, except a screen, is provided.
5. Light refreshments, such as beverages and finger foods, may be served.
6. Groups must transport their own supplies and equipment.
7. Groups are responsible for leaving the facilities in good order after use.
8. The Library is not responsible for security or storage of property owned by groups using the Library, nor is it responsible for damage or loss of the property of others.
9. Groups are responsible for reimbursing the Library for damage to the facility.
10. Smoking and alcoholic beverages are not permitted on Library premises.