

Meeting Room Guidelines

Reservations and Scheduling

- Room requests must be made by submitting a Meeting Room Reservation Request with a copy of the contact person's photo ID. To check room availability prior to submitting the reservation form, contact Karin at kcowperthwait@kent.lib.md.us or 410.778.3636.
- Reservations are approved on a first come, first served basis.
- Upon submitting a request, applicants will receive a response within 3 business days.
- Reservation requests should be made at least two weeks in advance.
- No group may transfer use of rooms.
- If participants will be charged fees for materials, meals, or tuition, the event must be approved by the Library Director before a reservation can be made.
- To request inclusion on KCPL's online calendar as a Community Event, submit a brief description, press release, and/or flier with the reservation request. Requests will be reviewed and included on KCPL's online calendar at the discretion of KCPL staff.

Meeting Room Fees:

- Library meeting rooms are \$25 for the first four hours and \$10 per additional hour. This applies to individually scheduled events and to events scheduled as a series (e.g., a single two-hour reservation is \$25; a series of 4 one-hour reservations is \$25).
- **Payment is due prior to or on the date of use.**
- In the event of a cancellation, no fee will be charged.
- Non-profits are exempt from meeting room fees, but donations are always welcome.

Rules for the Use and Care of the Rooms:

- **If there is a problem or concern about the room or equipment, library staff must be notified immediately.**
- The library provides a limited number of tables and chairs, but groups are responsible for set up and break down. **First time room users must make arrangements with the Program Coordinator to ensure familiarity with the storage procedure for chairs and tables.**
- Groups may not exceed the stated capacity of the room.
- Groups are responsible for leaving the facility in the condition in which it was found.
- Groups are responsible for transporting their supplies and equipment, as well as for the security and storage of their property. KCPL is not liable for any damage or loss of the property of others.
- Groups borrowing library equipment (laptop, projector, etc.) are responsible for ensuring it is returned in the condition it was received. Damage to library equipment may result in restricted future use and/or other consequences.
- Light refreshments, such as beverages and finger foods, may be served.
- If requested and approved in advance, the kitchen may be used for refrigeration and clean up, but cooking is not permitted.
- Smoking and consuming alcoholic beverages is prohibited.

Additional Notes:

It is understood that the public will be welcome at all meetings for which no meeting room fee is charged. **If a meeting room fee has been paid**, the group reserving the meeting room determines whether the gathering will be open to the public.

The rooms may not be used for purely social purposes, which include, but are not limited to, private birthday parties, baby showers, or entertainment.

Groups may not identify KCPL as a sponsor or use the library phone number or mailing address as contact information.

Groups are responsible for ensuring their events are accessible to individuals with disabilities.

In the event of an emergency or severe weather, the Library Director reserves the right to cancel meeting room reservations. The contact person will be notified and cancelations will be posted on KCPL's website.