

Kent County Public Library MEETING ROOM COMMUNITY USE POLICY

Policy: The primary function of the Kent County Public Library's meeting rooms is to provide space for library-sponsored and co-sponsored events and educational, civic, and community-oriented activities that support the library's mission.

As a community service, KCPL welcomes the use of its meeting rooms for public events by groups that abide by the Rules of Conduct and all other library policies and do not interfere with normal library functions. KCPL reserves the right to attend any events and meetings held in its facilities (with the exception of meetings that are closed to the public pursuant to the Maryland Open Meetings Act) in order to verify that all policies are being followed.

Meeting rooms will be made available to the public on an equitable basis, regardless of the beliefs or affiliations of the applicant or group requesting their use. KCPL, its Board of Trustees, and employees assume no responsibility for the actions, opinions, or expressed points of view of the organizations that sponsor events or the individuals who attend events on library premises. Permission to meet at the library does not constitute an endorsement of that group's policies or beliefs.

Meeting rooms may not be used for purely social activities, such as parties or entertainment; or for commercial activities involving sales or financial transactions.

Kent County Public Library Board of Trustees reserves the right to determine suitable use of the rooms, to assess fees related to use of the rooms, to suspend rules or policies, and to cancel or reschedule reservations at its discretion, with or without cause or reason, and without liability.

Meeting room reservations must be made in accordance with the stated procedures. Submission of a meeting room reservation request signifies an intent to comply with this policy, all current meeting room procedures, and all other library policies. Failure to abide by this policy or other library policies may result in cancellation of reservations and/or denial of future reservation requests. Meeting room reservation requests will be reviewed by library staff and either approved or denied within 7 days of request submission.

A fee will be charged for meeting room use in accordance with the Materials & Service Fees Policy and the Fee Schedule & Payment Information approved by the Board of Trustees. Fees will be waived for non-profit or governmental organizations that KCPL has agreed to partner with in order to host an event that aligns with the library's mission, vision, and values.

Date: September 29, 2025

Signature:

A handwritten signature in black ink, appearing to be a stylized name with a large, looping initial.

Definition: "Applicant" – The individual requesting use of the meeting room. An applicant must be at least 18-years-old and may be a private individual or the designated representative of a group or organization.

"Event" – The reason for which the room has been reserved, which may include meetings, information sessions, trainings, and other approved activities.

"Meeting Room" – Designated spaces within the library building or adjacent structures that can be utilized for approved community events. Spaces that are available to be requested for use by community groups may include the Chestertown Branch Main Meeting Room and the Chestertown Library, Inc. Building (also known as the "Yellow Building" or "Hearse House").