

## **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, when not being used for its primary function, KCPL welcomes the use of its meeting rooms for public events coordinated by community groups. In accordance with the American Library Association's Library Bill of Rights, meeting rooms are available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Applicants and attendees at events must abide by the Rules of Conduct and all other library policies. The use of a meeting room must not interfere with normal library functions. KCPL reserves the right to attend all 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.

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.

#### *Non-Profit, Government, and Educational Organizations*

There is no fee to use the meeting room(s) for public meetings, board meetings, trainings, etc. Proof of non-profit or other organizational status may be requested. Fundraising events are not permitted with the exception of events hosted by the Friends of the Kent County Public Library or the Foundation for the Kent County Public Library which have been approved by KCPL's Executive Director.

#### *Individuals and For-Profit Organizations*

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.

#### *Limitations on Use*

Commercial activities involving sales or financial transactions are not permitted. No admission fees may be charged and no products or services may be sold with the exception of tuition or material fees collected in advance for education courses or registration fees for conferences and/or events held in cooperation with the library. Any event that requires tuition, material, or registration fees must be reviewed and

approved in advance by KCPL's Executive Director.

Meeting rooms may not be used for purely social activities, such as private parties or entertainment.

#### *Reservations*

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. Standard meeting room reservation requests will be reviewed by library staff and either approved or denied within 7 days of request submission. Meeting room reservation requests that require review by the Executive Director will receive a response within 14 days of request submission.

Failure to abide by this policy or other library policies as assessed by KCPL staff in their sole discretion may result in cancellation of reservations and/or denial of future reservation requests. Applicants who do not show up for scheduled reservations may be restricted from future use.

#### *Non-Endorsement*

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 by KCPL.

Groups may not identify KCPL as a sponsor or use the library's contact information in their publicity. The name of the library may only be used in publicity for non-library sponsored events or meetings in order to designate the location of the event or meeting. All printed materials such as flyers or posters, online content or social media publicizing meetings at the Library must contain the following disclaimer: "Use of the library meeting space does not constitute an endorsement of the program/meeting or its content by Kent County Public Library."

**Date:** March 30, 2026

**Signature:**

A handwritten signature in black ink, appearing to be the initials 'KMD' followed by a long horizontal flourish.

**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. KCPL’s Chestertown branch has two designated meeting rooms: the Main Meeting Room and the Chestertown Library, Inc. Building. The North County and Rock Hall branches do not have meeting rooms.