

Kensington Public Library Meeting Room Policy

As part of its service to the town's residents, the Kensington Public Library provides meeting space for non-profit, non-commercial community groups whose aims are educational, civic, or cultural. The applicant requesting use of the meeting room must be an adult resident of Kensington or have at least one member of the organization be a Kensington Resident. Attendance is limited to 49 people in the Sawyer Room or 20 people in the Children's Room.

No solicitation of any kind is permitted, whether of money, goods or services, or of membership in, support of, or petitions on behalf of, any cause or party. Speakers presenting may sell their books with prior permission.

No admission fees or fundraising (except for events sponsored by the Library or the Friends of the Library) will be permitted. Granting permission for use of the library in no way constitutes endorsement by the Staff or Board of Trustees of the organization using the facility or its purpose. Publicity may not state or infer that the library is a sponsor or co-sponsor of a meeting or that the library endorses the group's policies or beliefs.

Applications may be obtained at the library, and permission to use the meeting area will be granted by the Library Director on a first come, first served basis. Scheduling of library sponsored events will be given priority.

If the meeting is to take place when the library is closed, the applicant must arrange to pick up the library key during normal library operating hours. The key must be returned through the library book drop immediately after the meeting.

Light refreshments may be served, alcohol by prior permission only. Smoking is NOT allowed in the library. No candles or lighted materials are allowed. The library staff is not available to assist in rearranging seating, carrying supplies, operating equipment, serving food, or cleaning up.

No library equipment shall be used without the permission of the Library Director. No library displays or artifacts are to be disturbed.

Children's groups must have adequate supervision. If the meeting includes children under the age of 18, they must be supervised by one adult for every 10 minors. If the event is not attended by one of the library staff members, the adult supervising must provide a background check document. Craft activities may be done in the Children's Room only or in the Sawyer Room with prior permission.

The person who reserves the meeting room is responsible for leaving the meeting room in the condition it is found at the time of meeting. Library facilities must be left in a clean and orderly fashion, and furnishings returned to their original position. When leaving the library at the end of the meeting, the person responsible must ensure that all doors are locked, lights are out, heat is lowered in winter, and key is returned. If key is not returned, the group will be responsible for the cost of re-keying the building (if the key cannot be found anywhere.) Users of the meeting

room will be liable for the costs of any repair of damages or any additional maintenance services. The library is not responsible for materials/equipment left in the building.

The Library Trustees reserve the right to revoke meeting room privileges for cause.

The Kensington Public Library reserves the right to amend these policies as the Board of Trustees may deem appropriate.

Approved by the Library Board of Trustees, June 2021

KENSINGTON PUBLIC LIBRARY
MEETING ROOM REQUEST FORM

Please complete the following:

(Check one room)

Sawyer Room _____

Reading Room _____
(for smaller groups)

Children's Room _____

Meeting date(s) and time(s)

Organization sponsoring meeting/Purpose of meeting

I have read this document and agree to adhere to all provisions described. I accept full responsibility for any damages and clean-up costs.

Applicant's Signature Date Telephone/or email

Director's Signature Date