

CATEGORY:	EXTERNAL
POLICY TITLE:	Community Use of Library Spaces
FIRST ADOPTED:	1997
REVISED and ACCEPTED:	05/22/03, 06/25/15
APPROVED ON and EFFECTIVE as of:	May 28, 2024 by the Board of Trustees
APPLICATION:	Patrons
RESPONSIBILITY:	Director and staff

Community Use of Library Spaces

The Kirkland Town Library provides meeting rooms and other spaces for organizations engaged in educational, cultural, intellectual or charitable activities. In accordance with the American Library Associations' Library Bill of Rights, facility use is made available to the public "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use."

Permission to meet at the library does not in any way constitute endorsement of the organization nor its program by the library board or staff. No unwarranted implication that an organization is sponsored or endorsed by the library is permitted.

1. All Kirkland Town Library and Friends of the Kirkland Town Library related activities will have first priority for the use of the community spaces and take precedence over outside group meetings. The Library reserves the right to move outside groups to a different location on the premises. If a promised space becomes unavailable the Library will endeavor to give reasonable notice.
2. After the priority users, the community spaces may be used free of charge by nonprofit educational, cultural, religious, political, governmental, and civic organizations that serve the residents of Kirkland for informational purposes, discussion, planning or program presentations. Donations are welcomed and appreciated and help keep the spaces maintained and equipped.
3. Groups using the community space may not charge admission fees or require donations for participation. Fees may only be requested where such fees cover the cost of materials furnished to participants.

4. Groups engaged in commercial activities and individuals holding private events may use library space, if available, for an hourly rate determined by the Board of Trustees. Any fees/charges related to programs on the library premises must first be approved by the Library Director. If additional insurance for a specific program is required, as determined by the Library's insurance agent, the group must produce an insurance certificate before occupying the space. (See application for use of library space form.) Library personnel have access to all areas of the Library at all times.
5. Spaces cannot be reserved for individual use or tutoring. Library staff will determine if individual or tutor use of community space is possible. Tutors must complete a yearly registration form.
6. Only adults 18 and older may request use of community space. An adult sponsor or supervisor must submit the request and be present at all times for groups whose membership consists of individuals under the age of 18.
7. Before using community space, all groups must complete and sign an application form and read and sign a copy of the Library's Community Use of Library Spaces Policy. All organizations must complete a new form each year.
8. Meetings should cause no interruption or inconvenience to ongoing library activities. The Library's Patron Code of Conduct is to be followed at all times.
9. Adults who attend meetings are responsible for any child(ren) who come with them. Library personnel are not available to oversee children while an adult is in attendance at any meeting in the Library (see Safe Child Policy).
10. Generally community spaces are only available during the hours that the library is open. Meetings must end fifteen minutes before closing time. Special exceptions must be pre-approved by the Director.
11. Scheduling of all spaces shall be done by the Library staff on a first come, first serve basis.
12. Groups must follow fire marshal guidelines on maximum attendance and safety.
13. No organization may acquire permanent rights to the use of the meeting room.
14. Smoking and vaping are not allowed in the building nor on Library grounds. There shall be no alcoholic beverages brought to or consumed in the building nor on Library grounds except by prior approval of the Director.
15. Refreshments are permitted.

16. The organization is responsible for room setup and clean up. Library staff are not permitted to assist.
17. The organization is responsible for the condition of the room and returning it to the condition in which it was found. Cleaning fees and or/repair or replacement costs for damaged furnishings or equipment will be charged to the applicant. The Library reserves the right to determine appropriate cleaning, repair or replacement services and systems.
18. Library board and staff are not responsible for any property left on the premises such as equipment, supplies or materials.
19. All publicity must list the name of the organization sponsoring the meeting. The Library may not be named as a sponsor or co-sponsor of any event without its written permission. Images of the Library cannot be used without prior written permission.
20. The Library cannot be listed as the contact for an outside organization using the meeting rooms. Neither the name nor the address of the Library can be used as the official address of any organization or group.
21. The Library is not responsible for any personal injury resulting from a group's use of the Library space.

The Board of Trustees and Director reserve the right to refuse use of the facility to any organization that does not abide by this policy.