

KITSAP REGIONAL LIBRARY

MEETING ROOM POLICY

For District Owned Meeting Rooms

1. It is the intention of the Kitsap Regional Library Board of Trustees to make the Sylvan Way and Silverdale meeting rooms available to individuals and organizations engaged in educational, cultural, intellectual, or charitable activities. Meeting rooms may be used for general political purposes such as information sharing, organizational meetings, or community forums.
2. Preference is given to library-sponsored activities. All meetings must be open to the public and attendance may not be restricted because of a person's gender, race, creed, color, religion, national origin, age, disability, marital status, or sexual orientation.
3. The meeting rooms are available on a first come, first served, basis. Meeting rooms are available only during Library open hours. The Library reserves the right to cancel use of a room or to change the room assignment. As much notice as possible will be given. Meeting room charges may be established by the Board of Trustees, if warranted.
4. Use of the Library meeting rooms does not constitute endorsement by the Library of a program or points of view expressed. No advertisement or announcement implying sponsorship, co-sponsorship, or approval by the Library may be used unless written permission to do so has been previously given by the Library Director or designee.
5. Meetings planned by a business or individual to promote, advertise, or lead to the sale of a product or service are not permitted. No products, services, or memberships may be sold. An exception may be made for fund-raising activities of Kitsap Regional Library, recognized Friends of the Library groups, the Kitsap Regional Library Foundation, or for the sale of materials related to a program sponsored by the Library, Friends, or Foundation.
6. Groups using the meeting rooms may not charge fees for attendance.
7. Smoking is prohibited in Library facilities. Alcoholic beverages are also prohibited. The Library Director or designee may make exceptions for alcoholic beverage service for Library-sponsored events.
8. Groups using the meeting rooms will be mindful that they are in a facility providing other services as well. The applicant for the room is responsible for the discipline of the meeting. The Library does not assume liability for injuries or damage to personal property that occur as a result of actions of the sponsors or participants.
9. The applicant for the room is responsible for any damage to the facility, property, or equipment and for the cleanliness of the facility at the close of the meeting. Applicants are expected to leave the room and equipment in the same condition as they were before the activity began. Activities will not damage any library property. Failure to do so will result in charges for damages and/or cancellation of any further room reservations and privileges.

10. Staff may not use the meeting rooms beyond library hours, except with prior approval by the Library Director or designee.
11. The Board of Trustees delegates to the Library Director or designee the authority to develop and implement procedures to carry out the provisions of this policy. Exceptions to this policy may be granted by the Library Director or designee.
12. Applicants denied the use of a meeting room may appeal the decision to the Branch Manager within ten days from the date of denial of use. If the appeal to the Branch Manager is denied and the applicant is still dissatisfied with the reasons offered, the applicant may then choose to file a formal complaint under the Kitsap Regional Library General Grievance Procedure.^{1 & 2}

¹ *The Meeting Room Policy was Adopted by the Kitsap Regional Library Board of Trustees - January 1983. Revised July, 1988. Revised August, 1992.*

² *The Silverdale Meeting Room Policy was Adopted by the Kitsap Regional Library Board of Trustees on November 15, 1989. Revised to above policy August, 1992. Revision adopted upon second reading by the Kitsap Regional Library Board of Trustees on April 28, 2004.*