Downtown Bremerton Meeting Room Use Guidelines

Library programs and library-sponsored events will be given priority in the use of meeting room space.

Meeting rooms are reserved on a first-come, first-served basis, are available only during Library open hours and all meetings must be open to the public.

Meeting rooms may be used for general political purposes such as information sharing, organizational meetings or community forums.

Use of the Library meeting room does not constitute endorsement by the Library of a program or points of view expressed.

No admissions fee may be charged, promotion or solicitation of services and no sales may be made in connection with meeting.

No donations of any money or other property may be solicited or collected from the audience.

Smoking and alcoholic beverages are prohibited in Library facilities.

Meetings may not disrupt the use of the library by others and persons attending meetings at the library are subject to all library rules.

Applicants are expected to set up the meeting room space and take down the meeting room space. Tables and chairs are provided.

Light snacks and refreshments can be served.

Applicants are expected to leave the room in the same condition as they were before the activity began.

Activities will not damage any library property. 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.

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.

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.

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.

To reserve the meeting room please phone (360)377-3955 or email DBlibrary@krl.org