

**KELLEY LIBRARY**  
**MEETING ROOM POLICY**  
2002

**Purpose**

To set forth the terms governing the community's use of the Library's meeting rooms. For the purpose of this policy, "meeting room" refers to the Beshara Room and the Breen Conference Room.

**STATEMENT OF POLICY**

For the purposes of this policy, **a meeting** is defined as: **a non-Library program or event** held by a community organization or non-profit.

The use of meeting rooms is free of charge to non-profit, civic, social, cultural, educational, and government organizations.

Meetings must meet the following criteria:

- Open to the public
- Free of charge
- Not held with the intention of generating revenue

Meeting rooms are available only during regular Library hours.

All meetings are open to the public and rooms cannot be reserved for personal use such as birthdays, weddings, and other private occasions.

Community organizations may have use of the Library meeting rooms when the rooms are not needed by the Library directly or for Library-related or Library sponsored activities. Use of the meeting rooms can in no way interfere with or disrupt normal Library operations or other activities, programs, or meetings that may be occurring at the Library.

**IMPORTANT** - Use of the meeting rooms will be prohibited if such use is determined to cause a security risk or safety hazard to the Library staff, its patrons, or attendees of the activity or if such use is determined to possibly cause damage to Library property.

**PURPOSE AND USE**

1. Two meeting rooms are available for public use:
  - a. Beshara Room (maximum capacity 25, minimum 9\*)
  - b. Breen Conference Room (maximum capacity 8)
2. Pursuant to the priority of Library activities, attendance in the meeting rooms is limited by the parking available as well as size limitations of the meeting room. To that end, attendance to all meetings in the Beshara Room is limited to no more than twenty five (25). The Conference Room has a capacity of eight (8). \*Meetings of fewer than eight (8) people shall not be booked in the Beshara Room unless use of Beshara Room Technology is needed. Booking blocks are limited to a maximum of 4 hours.
3. Use of meeting rooms must be approved and scheduled by the Library Director or Assistant Director. Forms for requesting space can be found on the Library website as well as at the Library. The Library shall not discriminate or disallow meetings on basis of

content. This includes political, social, religious, and partisan groups as well as groups that advocate or advance controversial ideas or disparage others. Permission for use of Library meeting rooms does not imply Library endorsement of the views, opinions, policies, or activities of groups, organizations, or clubs using the Library's facilities. Any announcement or publicity implying such endorsement is prohibited. The Library Board of Trustees, Library Director, and staff are not responsible for the accuracy, use, or consequences of statements made during meetings.

4. Library sponsored activities take precedence in scheduling the use of the room. The Library reserves the right to schedule and make room assignments according to the Library's needs. The Library also reserves the right to change room assignments. The Library allows groups to reserve meeting rooms on a first-come, first-served basis.
5. All groups, organizations, and clubs must adhere to the Meeting Room Policy, the Patron Conduct Policy, and the Programs and Events Policy.
6. Meeting Rooms may be reserved only by a card-holding user (aged eighteen (18) or older) of the Kelley Library or a member library of the GMILCS consortium. Request for a room must be submitted with a written request, which shall be reviewed and approved or denied by the Library's Assistant/Director. Rooms must be booked at least four (4) business days in advance but no more than six (6) months in advance. Individual community organizations/non-profits may reserve one of the rooms no more than once a month. An authorized member of the group (aged eighteen (18) or older) must sign the meeting room request form. By signing the request form, the applicants representing the groups agree that:
  - a. They have read the rules and regulations for the Library meeting room and understand them.
  - b. They understand that any failure to abide by these regulations will cause a forfeiture of rights to use the room for six (6) months.
  - c. They accept the financial responsibility for any and all damage caused to the building or equipment beyond normal wear.
7. Informative meetings by individuals with vested financial or business interests related to the topic may not be held unless explicitly sponsored and promoted by Kelley Library. Outside groups, organizations, or clubs using the meeting rooms shall not charge an admission fee or sell materials, goods, or services for private profit or gain. Organizations may collect dues at a meeting but cannot make payment of dues a requirement for attendance at a meeting.
8. Meetings involving the sale, advertising, promotion of commercial products or services, or meetings sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the Library's Solicitations and Sales Policy, which allows pre-approved performers and speakers at Kelley Library sponsored programs to sell audio recordings, videos and books related to their performance.
9. Permission to use meeting rooms is revocable and does not constitute a lease. The Library reserves the right to cancel and/or reschedule any meeting. Permission previously granted to a group, organization, or club to use the meeting room may be canceled at any

time by the Library Board of Trustees or the Library Director, if it is determined that the meeting scheduled does not comply with the policy set forth.

10. Change of date of any meeting room request requires a new meeting room application form.
11. The sponsoring group is responsible for the promotion and registration for meetings. Meetings cannot be marketed in the Library or on Library grounds, unless they are a Library sponsored event. Indication of the Library facility as the location for the meeting may be used in all promotional materials surrounding the meeting. **All promotional materials for meetings must include the “Sponsored by” and the group/organization name & website.** Flyers meeting the Community Bulletin Board policy may be posted on the Community Bulletin Board in the lobby of the Library. At the time of a meeting, signage may be posted on the entry doors to the meeting space only. Organizations meeting in the Library may not use the Library as a mailing address.
12. Equipment and furnishings are available for use in the meeting rooms. Available equipment and set-up configurations are listed on the reservation form. Library installed equipment and furnishings may not be removed, rearranged, or altered in any way without the express permission of the Library Director/Assistant Director. The Library assumes no responsibility for any equipment, supplies or materials brought to the Library by and group or individual attending the meeting; nor does it assume any liability for groups or individuals attending a meeting in the Library. In addition, the Library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in the meeting room. All items are placed in the meeting room at the owner’s risk. Any food or drink items brought in for a meeting must be brought out. Food trash and the like is not to be left in Library trash receptacles. Meeting room guests shall not have food delivered to the Library building.
13. For, and in consideration of the use of the meeting room, any person or group using a meeting room shall agree to indemnify and hold harmless the Kelley Library and its representatives from and against any and all claims, demands, judgments, settlements, damages, actions, causes of actions, injuries, administrative orders, consent agreements and orders, liabilities, penalties, costs and expenses of any kind whatsoever, which may arise or be asserted, directly or indirectly, with regard to the use of the room.
14. Groups must notify the Library if they need to cancel a room reservation so that the space is made available to others. If a group fails to notify the Library of the need or intent to cancel at least 24 hours before scheduled use, the group may not be accorded the use in the future for a period of six (6) months. If the group fails to notify the Library of a cancellation a second time, the group loses the privilege to use meeting rooms for a period of two (2) years.
15. If the Library must cancel the use of a meeting room, the Library staff will notify the group as soon as possible. In the event of inclement weather when the Library may have to close, groups should call the Library or check the Library website before venturing out.
16. All users of the Library facility must comply with all applicable state and federal laws and local ordinances. Unlawful activity shall not be permitted in meeting rooms and such

activity shall be a basis to deny use of the Library meeting rooms by groups or individuals violating this policy.

17. Should a group, organization, or club wish to use the meeting rooms for a program or event of interest to the whole community, with the expectation of more than 25 attendees, the event must be a joint offering between the organization, group or club and the Library. The details for planning such an event can be found in the Library Program and Event Policy.

June 20, 2002

Amended March 17, 2006

Amended October 29, 2009

Amended March 16, 2015

Amended December 10, 2019

Amended May 23, 2023

Amended February 10, 2025