

Library Room Policy

The Kanawha County Public Library is pleased to provide for the use of its patrons various rooms which provide space for individual study or enjoyment of Library materials and for broader programs and events fulfilling the mission of the Library. The Library also makes rooms available as a community service by providing a gathering space for educational, cultural, civic, and social purposes to non-profit and other organizations or groups. Rooms include Meeting Rooms (large, serving groups between 20 and 279 people), Conference Rooms (medium size, serving groups between 7 and 19 people), and Study Rooms (small, serving not more than 6 people).

Library Rooms are available Free-of-Charge to:

- Individual patrons or groups of patrons
- Non-profit Organizations or groups

Library Rooms are available at Reasonable Charge to:

- For-profit Organizations or groups (see below for Fee)

Library Rooms are Unavailable for:

- Promotion or sale of goods or services
- Conducting classes or meetings for profit
- Fundraising purposes
- Political Campaigning activities
- Private events (baby or bridal showers, weddings, birthday parties, memorial services, retirement parties, graduations parties, etc.)

General Information and Rules for Room Use:

1. All meetings must adhere to the Kanawha County Public Library Public Code of Behavior.
2. Library staff must have free access to the meeting rooms at any time.
3. No gambling, games of chance, bingo, casinos, or wagering of any kind may be part of any meeting, program, or event
4. Except to identify the location of the meeting, the name and contact information of the Library may not be used in any notice or publicity for a meeting or imply endorsement by Kanawha County Public Library.
5. In accordance with the Library's policy on Solicitation, groups will not be permitted to post signs or distribute materials on Library property without approval of the Director or designated Staff Member, who will act in accordance with the Library's policies and in the best interest of property management. Unauthorized material will be removed.
6. No promotion or sale of goods or services is allowed in any Library room or on Library premises.
7. Any event organized by a political campaign committee or group designed specifically to promote or oppose a candidate or ballot issue is not permitted. Meetings at which multiple candidates are invited to discuss current election issues are permitted provided the event is hosted by a non-partisan, non-profit organization (i.e., League of Women Voters) and all candidates for the same office have been invited.
8. Meetings held by a political campaign committee or group to plan or organize a campaign or to gather input or communicate with constituents (i.e., Town Hall Meeting) are permitted.
9. Attempting to raise funds for any purpose during a meeting is not permitted. Use of a room to plan or organize a fund-raising campaign or event is permitted.

10. Refreshments may be brought into Library rooms. The reservation holder will be responsible for any clean up following the meeting. Alcoholic beverages of any type may not be brought into, served, or consumed on the Library's premises.
11. No hazardous materials or dangerous implements may be brought into any room or on Library premises. In addition, candles or open flames of any kind may not be used in any room.
12. Organizations must use Library rooms as they are furnished. The reservation holder is responsible for their own room setup.
13. Storage of personal property, equipment, or supplies before or after a meeting is not permitted.
14. Accidents must be reported to the Library staff member in charge who will report the incident in accordance with Library policies.
15. The Library reserves the right to attend or observe any events and meetings in its rooms to confirm compliance with these policies.
16. Meeting Rooms and Conference rooms are available during public service hours from 30 minutes after opening until 30 minutes before closing.
17. Study Rooms are available during public service hours until 30 minutes before closing.
18. If the Library must close due to an emergency or inclement weather, all meetings scheduled during the closure will be cancelled and refunds will be issued for pre-paid events.
19. Occupancy of a room is limited to the listed capacity of the room.
20. Rooms at some locations are equipped with mounted audiovisual screens. Groups who wish to use Library equipment should contact Library staff for assistance with set-up. If groups wish to bring their own equipment or supplies, they should contact Library staff in advance. The Library is not responsible for equipment, supplies, or any other materials owned by the group and brought upon or used in the Library.

Reservations and Fees

1. Requests for rooms must be made by a patron holding a current Library card who is an individual at least 18 years of age and is not barred from the Library's premises, except that Study Rooms may be reserved by a patron at least 14 years of age.
2. All rooms are made available on first-come, first-served basis.
3. Meeting Rooms and Conference Rooms should be reserved at least one week in advance but not more than 6 months in advance.
4. Study Rooms may be requested with no prior notice as long as the Study Room is available and not otherwise reserved. Study Rooms may be requested in advance but not more than 6 months in advance. A Study Room reservation will be cancelled and the Study Room made available to other patrons if the reservation holder does not arrive within 15 minutes of the scheduled reservation.
5. A patron may have only 6 room reservations at a time unless prior approval is given by the Director or designated Staff Member in accordance with the Library's policies and in the best interest of property management. Reservation of equipment, including reservation of equipment in the IDEA Lab, counts as a reservation of a room.
6. The reservation holder of the room on behalf of the organization or group will be held responsible for the orderly conduct of all persons in the group and for any loss or damage to Library property or equipment and shall indemnify, defend, and hold harmless the Library and

its directors, officers, employee, and agents from and against any and all losses, damages, claims, costs, suits, actions of any kind, arising and resulting and accruing from any act, omission or error of such group or individual and any users, employees, agents, representatives, guests, and invitees, resulting in or relating to personal injuries or property damage arising from the group's or individual's use or occupancy of the Library's room.

7. For-profit organizations are permitted, through a Library patron, to reserve and use Meeting Rooms and Conference Rooms for a fee. The base fee is \$50.00 for the reservation and the first hour plus an \$25.00 per additional hour. An additional reasonable fee may be charged if Library staff or other resources are required for the event.

Kanawha County Public Library reserves the right to cancel, end, or relocate any meeting in any Library room at any time if adverse circumstances arise, in accordance with the Library's policies and in the best interest of property management.

To reserve a room: <https://www.kcpls.org/public-meeting-rooms>

Approved by Resolution of the Board of Directors on December 12, 2022