



Campbell County Public Library

Meeting Room Policy

Created 1 Oct 1989

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Purpose and permitted use

The library's meeting rooms are intended primarily for library sponsored activities. When the rooms are not in use by the library, they may be used by other organizations or groups for occasional meetings. The library's meeting rooms are free and open to the public, except for occasional private social functions (e.g., birthday parties, wedding/baby showers or other celebrations).

Organizations may not use library facilities for fundraising or commercial enterprises. The sale or promotion of products and services is prohibited. Businesses requesting use of meeting rooms for training or managerial purposes will be given individual consideration by the branch manager. Any action or event organized by a campaign committee or group designed specifically to promote or oppose a candidate or ballot issue is not permitted. Meetings held by a campaign committee or political party/group to plan a campaign or political activity are permissible. Also permissible are meetings held by elected officials to gather input or communicate with their constituents. Use of a meeting room to *plan* a fund-raising campaign or event is permitted. Discussion groups studying religious topics are permitted.

No organization's use of a meeting room may interfere with or disturb the library's regular operations. An organization's use of the facilities does not imply the library's endorsement. The library reserves the right to deny the use of library facilities.

The library accepts no liability or responsibility for any damage to persons or property resulting from use of library facilities. The library is a limited public forum and, as such, may deny the use of its facilities in accordance with its policies. Meetings and individuals must conform to local laws or ordinances.

Any person(s) using any of the library's meeting spaces agree to the terms of this policy in its entirety without exception.

Application and reservations

The application (available online) for use of library facilities must be completed each time a meeting room is requested. The application form must be completed and returned to the library prior to the scheduled meeting. The application must be approved by the library director (or designee) prior to the scheduled meeting. Reservations may be made up to three months in advance. Reservations will be taken on a first-come, first-served basis. A maximum of three meetings at a time may be scheduled. The library shall be notified 48 hours in advance in case of cancellations or changes. Rooms will only be held for 15 minutes past the reservation time.

In general, organizations using library facilities may not charge admission fees nor may a donation be solicited. However, non-profit organizations or educational institutions offering classes or seminars may be permitted to charge a reasonable fee with prior approval of the library director. Any funds collected or exchanged within the meeting room must not benefit a particular person but be used for charitable purposes or for the maintenance of a non-profit organization.

The person completing the application for use of library facilities is responsible for any damages to library property. Damages should be reported to library personnel as soon as possible. Individuals reserving the meeting room must be at least 18 years of age.

The library reserves the right to cancel a meeting at any time.

Cost of reserving a meeting room for a private social event

Meeting rooms are free to reserve with the understanding that the meeting will be open to the public unless designated as a private social event. These occasional private social functions are limited to a maximum attendance of 30 people for all meeting rooms regardless of posted occupancy.

If you want to ensure your meeting room reservation is not open to the public, a fee is required based on the length of the meeting room's use:

- Up to 2 hours \$25.00
- 2 – 4 hours \$50.00
- 4 – 6 hours \$75.00

Payment is due when the reservation is made. Therefore, reservations for private social events should be made in person. Payment can be made by check, cash, or credit card. If a reservation is made online for a private social event, it will not be confirmed until after the payment is received which must happen in person at one of our branches. Reservations for social events should be made at least seven (7) days in advance of the event. Events cancelled within 48 hours prior to the reservation date will be provided a full refund.

The person reserving the room is responsible for returning the meeting room to its original state, including removing trash that does not fit inside provided receptacles. The person reserving the use of a library meeting room is responsible for any damages to the room. Damages should be reported to library personnel as soon as possible. Individuals reserving a meeting room must be at least 18 years of age.

Capacities

The maximum number of persons allowed in the large meeting rooms is determined by the local fire code. Currently these limits are 50 in Cold Spring, 50 in Fort Thomas, and 15 in Alexandria. Newport has two large meeting rooms: the main floor Kinsella Community Room holds 65 and the lower level Presidents Room holds 85. **However, the maximum capacity for private social events is 30 for all large meeting rooms. Alexandria's meeting room is not available for private events.**

Study and conference rooms are limited to the number of people who can safely exit the room in twenty (20) seconds or less.

Conditions of use

- All meetings must be within regular operating hours. Public meetings must end a minimum of fifteen minutes prior to closing. **Private social events must end a minimum of 30 minutes prior to closing.** Study rooms are reserved in two (2) hour blocks. This time may be extended up to four (4) hours if others are not waiting to use the room.
- Requests for audiovisual equipment and kitchen facilities must be made with the application.
- Use of sound amplification equipment must be pre-approved by the branch manager and volume levels must not interfere with others' use of library facilities.
- No smoking or alcoholic beverages are permitted.
- If furnishings of the meeting room are rearranged, they shall be returned to previous arrangement. If the kitchen facilities are used, they shall be returned to good condition.
- Groups may not attach or affix anything to walls, doors, or windows in any library facility. All decorations must be pre-approved by the branch manager.

- All meeting/event activities should remain within the boundaries of the meeting room.
- Accidents shall be reported immediately to library personnel.
- Failure to adhere to regulations may result in denial of future use of library facilities.
- The library will not be responsible for storage of any materials or equipment. Short term exceptions may be made upon request.
- All rules for acceptable behavior in the library must be observed while using the meeting room. (See pages 9-10 of the General Policies posted on the library's website.)

Food and drinks

Food and drink (including full meals) are permitted in the library's large meeting rooms. Limited kitchen facilities are available with each of these rooms. Water and other programming supplies may be stored in the kitchen areas of library meeting rooms. These supplies are for library use only.

Food and drink (light snacks and lidded drinks only) are permitted in the library's study rooms and conference rooms. No kitchen facilities are provided when using these rooms.

Candles, chafing dishes or open flames of any kind may **not** be used in any meeting room. Catering must be pre-approved by the branch manager.

Publicity and advertising

As a designation of location, only the name and address of the library may be used to publicize an event. The library's logo and any images of the buildings, staff, or collection may not be used in any publicity.

No signage may be placed outside of the library's building to designate use of the meeting room. Any interior signage is limited to the space immediately in front of the meeting room door. Signs may only be outside the room 30 minutes prior to a meeting and 15 minutes afterward. All signage that will be used outside of the meeting room must be approved by the branch manager. Exceptions in signage may be made when the library co-sponsors an event with an organization.

Review or Appeal Procedure

Exceptions to this policy may be made at the discretion of the library director or designee. Individuals or groups who are denied use of a meeting room may appeal to the director. Such appeal shall be filed in writing with the director within 10 days of rejection of the application.