

KETCHIKAN PUBLIC LIBRARY

MEETING ROOM POLICY

The Ketchikan Public Library (KPL) has meeting rooms available for the purpose of promoting the library's mission:

The purpose of the Ketchikan Public Library is to provide informational, educational, and recreational materials and services for the people of the City of Ketchikan and the Ketchikan Gateway Borough. This is accomplished through development, maintenance, and promotion of materials, physical spaces, and programs responsive to the diverse interest and needs of our community.

Policies and procedures governing the use of the space are needed to make the space available in a manner which is equitable and does not interfere with the fulfillment of the library's mission.

Guidelines

The library's programs and meetings shall have first priority for use. Any club or community group of persons meeting for non-profit purposes may request and be assigned use of the meeting rooms. In allowing a group to use a meeting room, the Library Advisory Board, the City of Ketchikan, and the library staff do not imply any endorsement of the group's beliefs, policies, or program. No group shall in any of its publicity state or suggest that the Ketchikan Public Library, the Library Advisory Board, the City of Ketchikan, or the library staff sponsors or endorses the meeting, the group or any particular set of ideas.

The group making the reservation is responsible for ensuring its program is in compliance with state and federal statutes (i.e. Open Meetings Act, Copyright Law, Americans with Disabilities Act, etc.). All meetings must be open to the public.

The Library has four (4) meeting rooms. The Large Multipurpose Room is available for large meetings with a capacity of up to 60 people and the Small Multipurpose Room is available for small meetings with a capacity of up to 18 people. There are a limited number of tables in each room. There are two Study Rooms (North and South) which are available for small meetings (capacity of up to 6 people per room). The Study Rooms are available only on a first-come, first-served basis and may not be reserved in advance. The Study Rooms are available for up to two (2) hour use per day.

The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any all damages that may occur as a result of the use of the facilities.

Library meeting rooms may only be scheduled for use during regular library operating hours. All meetings must conclude by 7:45 PM Monday through Wednesday, and 5:45 PM Thursday through Saturday. **Meeting rooms are not available on Sundays.** Set-up, including tables and chairs, and special arrangements are the responsibility of the group. No room set-ups will be provided by the Library.

Reservations must be made through the office of the Library Director. Interpretation of this policy will be at the Library Director's discretion.

Limitations and Restrictions

- All groups using any meeting room shall complete, submit and, at the request of the library staff, update a Meeting Room Request.
- The meeting rooms will be booked only to adults. Groups comprised of persons under the age of 18 must be sponsored and supervised by an adult responsible for that group.
- No single group may have more than two (2) meetings in a one-month period, unless the Library is a co-sponsor. Recurring meetings may not be booked for more than three (3) concurrent months.
- Meeting facilities may not be used for personal or private profit. The sale or promotion of products or services, except in conjunction with a library program is not permitted. Names of participants cannot be collected by program presenters for later financial gain.
- **All meetings must be open to the public.** Groups wishing to collect fees or donations must do so away from the library premises. No products, services, or memberships may be advertised, solicited, or sold. The only exceptions to this rule are for charges or sales which directly benefit the public library or are approved in advance by the Library Director.
- Groups may identify the library and provide its address in their publicity for the meeting, but may not give out the library's telephone number or invite potential attendees to contact the library.
- Any announcements or notices to publicize an activity may not be posted in the Library without prior approval from the librarian in charge.
- Each group using a meeting room shall be responsible to ensure that the meeting room is returned to the same condition after the meeting as it was prior to the meeting. Failure to restore the meeting room to such prior condition shall render the group liable to the City of Ketchikan for the cost of repair and clean up and may result in forfeiture of future bookings.
- No tacks, nails or adhesive tape are to be placed in or on doors, walls, or furniture. Lighted candles or flames are not to be used within the meeting rooms.
- Food and drink may not be served in the meeting room by any group unless approval has been secured from the library director at least 3 days in advance of the scheduled meeting. Smoking and/or alcoholic beverages are not permitted. If the furniture is rearranged, it must be returned to the original arrangement at the end of the meeting. Equipment, supplies, or personal effects cannot be stored or left in Library meeting rooms before or after use. Groups using the kitchen must furnish their own supplies

Ketchikan Public Library Meeting Room Hours:

Monday through Wednesday: 10 AM to 7:45 PM

Thursday through Saturday: 10 AM to 5:45 PM

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such as cooking and eating utensils, cloths, cleaning supplies, paper goods, etc, and must leave the kitchen in an orderly fashion.

- Children may not be left unattended while adults are attending meetings.
- The Library is not responsible for lost or stolen items.
- Under no circumstances may use of the meeting rooms interfere with the use of the library by other patrons, the work of the library staff, or any other aspect of normal library operation. See also Ketchikan Municipal Code 2.40.040.
- All reservations are accepted on a first-come, first-served basis. The Library retains the right to cancel a reservation for cause it deems sufficient. In addition, the Library may cancel the use of a facility for Library purposes, but will do so with no less than twenty-four (24) hour notice.
- A variety of equipment is available for use in the meeting rooms. Available equipment includes a TV/DVD player, digital projector, overhead projector, screens, and laptops (as available). The equipment should be used by someone experienced in its operation. The equipment must be checked out and back in by the person responsible for reserving the room. Any damage due to misuse of the equipment is the responsibility of the group reserving the room. Equipment must be checked back in by 7:45 PM Monday through Wednesday, and 5:45 PM on Thursday through Saturday.
- Teleconferencing equipment is also available through the Online With Libraries (OWL) network. You must discuss this in advance of the meeting with the Library Director.