



POLICY MANUAL

Meeting Room Use Policy

Effective Date: October 21, 2020

I. POLICY OVERVIEW/DESCRIPTION

The Kellogg-Hubbard Library offers use of its meeting rooms by community groups and individuals for non-commercial, non-profit use, pursuant to its mission.

Other areas in the Library or the library grounds may occasionally be used for special events with the advance written approval of a library administrator, if such use does not infringe upon the regular operating hours and use of the building as a library. Special or unusual uses may be subject to additional fees to be determined by the Executive Director.

All use of the Library must comply with library Policies, Rules and Procedures.

The Kellogg-Hubbard Library does not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, or any other protected status, in any of its activities or operations.

The Board of Trustees authorizes the Executive Director to establish and develop procedures and rules that govern meeting room use in accordance with this policy, including any applicable usage fees.

II. RESTRICTIONS

The Library does not assume any responsibility or liability for loss, damage or injury to any person or property resulting from the activities of any person using the meeting rooms. The contact person for the meeting room or their organization, as applicable, shall be responsible for any injury to any participant and for any damage caused by any participant to the Library or other person.

Use of the meeting rooms does not constitute Library endorsement of the viewpoints expressed by participants in the programs. Publicity for an event that is not sponsored by the Kellogg-Hubbard Library must not be worded in a manner that would imply Library sponsorship.



The contact person for a meeting room must give their valid, legal name (but may provide a preferred name as well) and valid contact information. No group or individual may assign their reservation to another group or individual.

Groups using the rooms may not charge admission, tuition or request donations, nor may they sell or raffle goods or services.

Library staff have the power to terminate any meeting or event that violates library policies, procedures or rules. Library Administrators may deny future use of library spaces to individuals or groups who repeatedly or egregiously violate Library policies, procedures and rules.

If a group or individual is dissatisfied with an administrative decision pertaining to meeting room or other library use, an appeal can be made to the Executive Committee of the Board of Trustees and the Executive Committee will respond in writing with a final decision within sixty (60) calendar days.

III. RELATED DOCUMENTS

In addition to this policy, groups and individuals using Library spaces must refer to, and abide by, the supplementary meeting room documents, rules and forms as posted on the Library website.

IV. REVISION HISTORY

This policy supersedes any Library policies and practices in existence prior to its effective date.

Date	Revision #	Modification
2025-04-16	2.0	Policy updated and edited for accuracy and detail.
2020-10-21	1.0	Policy written and approved by the KHL Board of Trustees.