

## **Meeting Room**

It is the policy of the Kingston Public Library to promote educational, civic, cultural, non-partisan, and governmental programs by making the library's meeting room available for meetings, seminars, and other needs. The Library is not available for functions such as birthday parties, baby showers, wedding receptions, anniversary parties, etc.

All Library supported programs – book clubs, writers group, the Foundation, educational groups such as home school and study groups, computer training, and various civic organizations – the Rotary, Lions Club, etc., may have access to the meeting room without cost during normal library hours. A minimum fee posted at the Circulation Desk will be assessed for meetings on weekends or when the library is normally closed. Waiver of fees may be approved by the Director.

Non-Library supported programs – political groups, associations, religious or political base and those for-profit organizations that charge a fee for their services will be required to pay a room rent posted at the Circulation Desk to use the meeting room. Additional costs may be assessed depending on the length of time the organization requires. An after hours fee posted at the Circulation Desk will be required for groups wishing to use the meeting room on weekends or when the library is closed.

No admission fee may be charged to anyone attending a program or meeting in the Kingston Public Library.

All groups, regardless of status, are required to complete Form KPLF-19, Application for Meeting Room Use, prior to use. It is recommended that groups wishing to use the meeting room register with the circulation desk one (1) week prior to their scheduled meeting to ensure availability.

We ask that all groups clean the meeting room before departing.