

**Kings County Library**  
**Meeting and Facility Use Policy**

**1. Overview**

- 1.1. The vision of the Kings County Library is to be Kings County's 21st-century meeting house. The Library is a gathering place that brings our community together. Our mission is to support lifelong learning by providing books, information, and other resources to meet the educational, cultural, and recreational needs of the public we serve.
- 1.2. The Kings County Library reaffirms the American Library Association's Bill of Rights which states that facilities should be made available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.
- 1.3. This policy is designed to make our spaces accessible to the public in a fair and equitable basis. Adhering to our policies helps keep costs down and makes the Library a pleasant place for all.
- 1.4. Use of the Library rooms and spaces by any group or individual signifies acceptance of the terms of this policy.

**2. Service Priority**

- 2.1. The Library staff shall have the right to cancel, reschedule or transfer room locations or dates that conflict with Library sponsored programs and will give as much notice as possible. The reserved use of space will be determined by the following service priority:
- 2.2. Library programs
- 2.3. Organizations supporting the Library, e.g. Friends of the Kings County Library
- 2.4. Agencies of Kings County
- 2.5. Local nonprofit educational, cultural, civic, or social organizations and groups, and individuals
- 2.6. Kings County for-profit groups, e.g. businesses, individual practitioners

2.7. To make the spaces available to as many different groups and individuals in the community as possible, the Library may limit the number of times a group or individual may schedule to use a space each month.

### 3. Eligibility

- 3.1. Any person who lives or works in Kings County is eligible.
- 3.2. Any organization, business, or group that is located in, serves or has a substantial connection to the Kings County community qualifies if the organization’s representative lives or works in Kings County.
- 3.3. As part of our academic mission, we welcome tutors and their students.
- 3.4. We do not allow partisan fundraising activities, political candidate promotional events or religious worship services during the Library’s operating hours.
- 3.5. Individual artists, musicians, and authors may sell their works.
- 3.6. At anytime the Library reserves the right to revoke or refuse permission to use a space especially when it is deemed to be physically inappropriate for the character of the room or disruptive to regular library functions.

### 4. Facilities

	Location					
	Hanford	Avenal	Corcoran	Kettleman City	Lemoore	Stratford
	401 N. Douty Street Hanford, CA 93230 (559) 582-0261 113 seats	501 East Kings Street Avenal, CA 93204 (559) 386-5741 27 seats	1001-A Chittenden Ave Corcoran, CA 93212 (559) 992-3314 41 seats	104 Becky Pease Street Kettleman City, CA 93239 (559) 386-9804 33 seats	457 C Street Lemoore, CA 93245 (559) 924-2188 41 seats	20300 Main Street Stratford, CA 93266 (559) 947-3003 33 seats
	Mtg room 50 seats					
	Availability					
Sunday	Closed	Closed	Closed	Closed	Closed	Closed
Monday	10:30 am-8:00 pm	11:00 am-7:00 pm	11:00 am-8:00 pm	Closed	10:00 am-8:00 pm	Closed
Tuesday	10:30 am-8:00 pm	11:00 am-7:00 pm	11:00 am-8:00 pm	1:00 pm-6:00 pm	10:00 am-8:00 pm	1:00 pm-6:00 pm
Wednesday	10:30 am-8:00 pm	11:00 am-7:00 pm	11:00 am-8:00 pm	1:00 pm-6:00 pm	10:00 am-8:00 pm	1:00 pm-6:00 pm
Thursday	10:30 am-6:00 pm	12:00 pm-5:00 pm	10:00 pm-6:00 pm	1:00 pm-6:00 pm	10:00 am-6:00 pm	1:00 pm-6:00 pm
Friday	12:00 pm-5:00 pm	12:00 pm-5:00 pm	12:00 pm-5:00 pm	Closed	12:00 pm-5:00 pm	Closed
Saturday	12:00 pm-5:00 pm	Closed	12:00 pm-5:00 pm	Closed	12:00 pm-5:00 pm	Closed

4.1. All events, including setup and cleanup must be completed within 30 minutes of branch closing the times listed.

- 4.2. Library rooms will not be available for use if the building is closed due to emergency conditions or inclement weather. Library staff will do their best to contact the person responsible for the group's reservation.
- 4.3. Use of the facility after hours may be arranged at the discretions of the Library Director. An hourly fee of \$20 will be charged to provide qualified staff. Library operations will not be available to attendees.
- 4.4. The groups should not disrupt normal library activities when entering and exiting the spaces.
- 4.5. The Hanford Branch meeting room is accessible to the physically challenged.
- 4.6. The meeting room MUST be cleared 30 minutes before the Library's closing
- 4.7. Meeting room rental rates every hour during regular business hours: \$40.00 for four hours / \$10 per hour every hour thereafter. Meeting room fees will only be waived for Kings County agencies.
- 4.8. A facility deposit of \$20 will be required at the time of use if the reserving party is serving refreshments. Once the meeting room is cleared after use the deposit will be refunded.

## **5. Booking Procedures**

- 5.1. Reservations may be made in person or over the telephone by calling the Department Secretary at (559) 582-0261.
- 5.2. A completed and signed reservation form and payment of fee(s) are needed for a reservation to be confirmed.
- 5.3. Reservations may be made up to 3 months in advance and no less than 24 hours prior to use.
- 5.4. In the event of cancelation of a reservation, a notice of cancelation must be made to the Department Secretary no less than 48 hours prior to the reservation date.
- 5.5. Refunds of reservation fees will not be made if the cancellation notice is not received 48 hours prior to the event.

- 5.6. A copy of the meeting room/facilities use policy shall be given to each group using the room. A representative of the group will sign the application form stating they have received a copy of the policy.
- 5.7. If a group fails to show without notification the reservation fee will not be refunded. The Library may choose to deny future reservations with that group.
- 5.8. Reservations/events requiring protective services (i.e. security) will not be permitted.

## **6. Care and Use of Facilities**

- 6.1. Meeting rooms must be left in the original condition. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- 6.2. Personal furniture or equipment may be provided by a group with prior approval. Arrangements for the use of any personal furniture or equipment should be made at scheduling time.
- 6.3. Keep all exits unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- 6.4. Public entrances are to be used for all access to and from the building, including all deliveries.
- 6.5. Any announcements or notices to publicize an activity should not be posted or distributed on library premises without prior approval. Approval must be determined at the time of reservation.
- 6.6. Attendance at meetings will be limited to the capacity of the individual meeting rooms as listed in this policy. Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.
- 6.7. Food and non-alcoholic drinks may be consumed in the meeting rooms as long as the food or drinks are individually packaged or do not have to be maintained at a certain temperature such as packaged snacks, individual containers of soda, whole pieces of fruit, cookie trays, etc.

- 6.8. There are no custodial care services provided in connection with the use of a room. The group or individual using the room shall be responsible for topical cleaning of the room immediately after the use and the removal of all trash and leftover food.
- 6.9. No smoking is permitted.
- 6.10. No lit candles or other open flames are allowed.
- 6.11. The individual making the reservation, as well as the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
- 6.12. Permission to use Library meeting rooms may be withheld from groups that have failed to comply with the Meeting and Facility Use Policy and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance.
- 6.13. Questions not covered in this policy should be addressed to Department Secretary, (559) 582-0261.

## **7. Materials and Equipment**

- 7.1. The Library cannot provide audio/video or other equipment.
- 7.2. Users are requested to bring their own easels, office equipment, laptops, and supplies.
- 7.3. Users of the meeting room must supply their audio/visual, or any other specialized equipment.
- 7.4. Furniture and/or equipment from the main area of the Library may not be brought into meeting rooms.
- 7.5. The Library will not accept the responsibility for storing materials owned by the booking organizations between meetings.
- 7.6. The presenter, not the Library, is responsible for obtaining all rights regarding copying, performance, display, or distribution of materials for the event.

## **8. Parking**

- 8.1. On street parking is available where all municipal parking rules and regulations apply.

## **9. Publicity**

- 9.1. No group shall in any of its advertising, claim or suggest that the Kings County Library, any agency of Kings County or the library staff sponsors or endorses the meeting, the group or any particular set of ideas.
- 9.2. Groups may identify the Library and provide its address in their publicity as the meeting location, but may not give out the library's telephone or fax number, or email address or invite potential attendees to contact the Library for further information.

## **10. Liability**

- 10.1. Group or individual sponsors of events on Library property are responsible for liability of the participants, both active participants, and the audience, not Library staff, nor Kings County.
- 10.2. Groups sponsoring events are responsible for payment for all cleaning and repairs which must be made as a result of any damages to the facility or equipment.
- 10.3. Accidents or damages which occur during the use of a Library space must be reported to library staff upon the conclusion of the scheduled event.
- 10.4. The Kings County Library, its Staff or Kings County are not responsible for the loss or damage of a group's or individual's property.