

Kildare Library Service Guidelines for Booking Library Meeting Spaces

The mission for Kildare Library Service is to be a dynamic and inclusive space supporting culture, recreation, literacy, education and economic development in the county. Kildare Library Service aims to serve and provide for the civic and civil, community, educational and recreational needs of the citizens of Kildare.

Subject to the requirements of the library, meeting spaces may be made available to groups providing for those needs and in line with the mission statement on the following basis.

- 1. Meeting spaces are available during library opening hours only.** Facilities vary in size and availability from library to library in Kildare and are often heavily used for library led activities, therefore the provision and use of meeting spaces is at all times subject to:
 - the requirements and needs of the library
 - the discretion of the library
 - the need to provide a safe, peaceful, respectful and inclusive environment in which to read, study and visit the library
 - the requirement that the use of meetings rooms must not or be likely to disturb, impede or endanger other library users/library staff or the library building and its collections

- 2. Meeting spaces in the library shall not be used for:**
 - commercial or profit-making purposes
 - for fundraising, donations, petitions or sale of goods
 - as a permanent meeting place or as a mailing address

Libraries are a democratic space and should not be used for events with a political or religious agenda or anything perceived as such by any fair-minded person.

- 3.** Reservations for meeting spaces are on a first-come, first-served basis and may be made no more than 1 month in advance.

- 4.** All meetings must be free of charge and in compliance with the requirements of the library.

- 5.** Meetings must not be disruptive to regular library functions, too large for the applicable room capacity, disorderly or dangerous to persons or property.

- 6.** The library, at its sole discretion, reserves the right to:
 - accept, renew, or reject requests for use of the space
 - limit the number of meetings for any particular group
 - limit the numbers of persons attending meetings
 - cancel or postpone bookings, the library will make every effort to give advance notice of any such cancellation

- 7.** Permission to use a library meeting space does not constitute or imply library endorsement of the aims, policies or activities of any group or the views expressed in the meeting.

- 8.** Each group shall identify the person/s in charge, who must be 18 years old or more, and in attendance at all meetings. The person/s in charge shall familiarise themselves with the emergency evacuation procedures for the meeting room and shall be responsible for the safe evacuation of all attendees at the meeting. In the event of an emergency, all those present at the meeting shall comply with any requests, made by a member of staff, to evacuate the building.

- 9.** Equipment required must be booked in advance. If instruction in the use of the equipment is needed, then arrangements must be made with the library manager in advance.

- 10.** The use/setup of tables, chairs and any other equipment as required to suit their group needs must be agreed with library staff in advance as staff may not be available to assist on the day.

- 11.** All property brought into meeting space is at the owner's risk. Kildare Library Service can take no responsibility for loss or damage to equipment.

- 12.** All meeting spaces should be left clean and tidy, and all rubbish removed.

- 13.** There will be an ongoing review of space usage in the interest of equity and inclusivity to all users within Kildare.

- 14.** All users of library spaces are expected to treat library staff and facilities with respect and adhere to Kildare County Council's Customer Code of Conduct.

- 15.** If you have invited a dignitary or VIP to attend/launch your event, you must notify library management in advance to determine if any protocol must be followed.
- 16.** Formal invitations or publicity material for non-library sponsored events must correctly acknowledge Kildare Library Service. Customers are requested to publicly acknowledge Kildare Library Service at any launch, official opening, lecture etc.
- 17.** Permission to take photographs/video events must be agreed in advance with library management.
- 18.** Refreshments may be served in meeting spaces, but you may not serve alcohol.
- 19.** If you wish to have a poster or notice placed on a notice board in a local library, you should submit a copy to the library manager who will decide on whether to place the poster or notice on the board. They will take account of the appropriateness of the material and availability of space. It is not always possible to place the poster or notice immediately.
- 20.** All use of library spaces is subject to all library and Kildare County Council policies on child protection and GDPR.