



Comhairle Chontae Chill Chainnigh  
Kilkenny County Council



Kilkenny County Council  
Library Service

## **Meeting Room/Community Room Policy**

**1 Document Control**

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<b>Date</b>	<b>Comments/Updates</b>	<b>Signed Off/Updated by</b>
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## **2 Meeting Room/Community Room Policy**

The meeting room/community room spaces support the library's role as a centre of community, culture, education and civic space.

Priority for use of these spaces is given to library and County Council events and programmes that are open to the public.

Spaces are also available to groups from the community and voluntary sector, based in Kilkenny, for events/meetings that are appropriate to the ethos of the library service.

Reservations are on a first come, first served basis and library management reserves the right to deny permission to use the spaces. Bookings are dependent on availability.

## **3 Terms of Use**

- The rooms are available for use during staffed library opening hours.
- Those using the room accept full responsibility for management of event, set-up and clean-up. Room must be left in its original order. The library operates a leave no trace policy and failure to comply may lead to loss of future privileges.
- The use/setup of tables, chairs and any other equipment as required must be agreed with library staff in advance as staff may not be available to assist on the day.
- All meetings/events must be free of charge.
- All events must finish 15 minutes before closing time.
- All relevant County Council and library policies must be adhered to e.g. Child Protection Policy, GDPR, Health & Safety etc.
- The group is responsible for ensuring that attendance does not exceed the maximum occupancy as set by Kilkenny County Council Fire Service.
- The library service is not responsible for loss or damage to individual or group property before, during or after room use.
- Library staff are not available to supervise exhibits or displays.
- The room may not be used for any events with a political or religious agenda or which encourages discrimination on the grounds of race, gender, family status, civil status, sexual orientation, religion, age, disability or membership of the travelling community.
- Groups must familiarise themselves with emergency procedures and comply with staff instructions at all times.

## **4 Reservation Procedure**

### **4.1**

Booking forms are available at the Information Desk in the library or by emailing the relevant branch.

### **4.2**

Reservations will be responded to upon receipt of a completed and signed booking form.

### **4.3**

Any individual, group, or organisation booking library spaces for events, launches, workshops, or public activities must acknowledge Kilkenny County Council Library Service in all promotional or publicity materials. This includes (but is not limited to) posters, flyers, press releases, social media posts, online event listings, and invitations.

### **4.4**

Cancellation of a reservation must be reported 5 library working days in advance.

### **4.5**

Library Management reserve the right to cancel or postpone events/meetings. We will make every effort to give advance notice should this occur.