

Room Use Guidelines

The Kenai Community Library is committed to providing free reservable spaces to further its mission to provide a welcoming space where people can connect, learn, discover and grow. We have the following meeting spaces available for use by community members:

Study Rooms

There are three study rooms with one table each and seating for up to 4 individuals, as well as one study room with one table and seating for up to 2 individuals. Study rooms can be reserved through our [online reservation portal](#) or by phone at 907-283-4378.

- Up to 2 reservations may be made up to 14 days in advance.
- Study rooms are also available on a drop-in basis.
- A group or individual may reserve a room for up to 4 hours per day.

Shared Conference Room

This room has one table, 11 chairs, and a maximum capacity of 14 individuals. The room can be reserved through our [online reservation portal](#) or by phone at 907-283-4378.

- The Shared Conference Room is available for groups of 5 or more.
- Reservations can be made up to 60 days in advance. Please allow for 48 to 72 hours for a response to your request.
- The room is limited to two active reservation per group at a time.
- The Shared Conference Room is also available on a drop-in basis for groups of 5 or more individuals OR for groups of fewer than 5 individuals when all other study rooms are in use.

Library Conference Room

The Library Conference Room has 17 tables, 69 chairs, and a maximum capacity of 64 persons. The use of the Library Conference Room is **limited to general government and library related events or meetings**. For more information, or to request the use of the room, please email us at kenailibrary@kenai.city.

General Information

- The meeting spaces are only available during regular library hours.
- Meeting spaces remain locked while not in use.
- Library and City programs have first priority. While the utmost care will be taken to schedule library and city programs in advance, the library may cancel a reservation because an area is needed for the purpose of conducting library or other city business.

- Areas set aside for the conduct of library business are not available for use by the general public or groups using the facilities at any time. This includes the staff break room, offices, and storage areas.

User Guidelines

- Users agree to abide by the Kenai Community Library Conduct Policy and related policies while using library services and facilities.
- Use must be in accordance with all applicable Federal, State and Municipal, ordinances, statutes, rules and regulations.
- Use of media in library meeting rooms shall not violate copyright law.
- The meeting spaces are available only for purposes that will not interfere with other library services. Activity and noise levels must not disturb other library users.
- Granting permission to use library facilities does not constitute endorsement by the Kenai Community Library or the City of Kenai. No advertisement or announcement implying such endorsement is permitted, unless written permission to do so has been previously given by the Library. Groups using the library facilities should display the following message on signage and other promotional materials for the event: “The Kenai Community Library does not endorse these materials or the viewpoints expressed in them.”
- Users must first check in with library staff at the service desk.
- Users agree to observe posted room capacities.
- Rooms must remain unlocked while in use. Users must not leave their belongings unattended in the room. The library is not responsible for items left in, lost, or stolen from library facilities and/or grounds.
- In consideration of others who need the meeting space, groups are encouraged to give the library notice when canceling a reservation. Groups that do not show up, or that frequently cancel at the last minute may be denied future bookings.
- Reservations are marked as a no-show 15 minutes after the start time. To avoid losing your reservation, please arrive on time or call the service desk if you will be late.
- All groups must leave the meeting spaces promptly at the end of their approved reservation time. Meeting spaces must be vacated at least 15 minutes prior to closing.
- Rooms must be left clean and in good order. No items/materials may be affixed to walls, doors, flooring, furniture, etc. that will leave a residue, stain, scratch or otherwise mar these surfaces. No sitting or standing on windowsills.
- Tables, chairs and equipment must be returned to their original configuration.



- Users are financially liable for any damage to the facility or library equipment caused by or as a result of their use and are required to immediately report such damage to library staff.
- Users agree to release, hold harmless, defend and indemnify City from any and all liability for any loss, injury, and damages related to, directly or indirectly, the use of the Library meeting spaces.

The Kenai Community Library reserves the right to interrupt, terminate or cancel an event when in the interests of public safety and/or when the user is in violation of the above rules.

