

Lakewood Public Library

Meeting Room Policy

Policy Statement

It is the policy of Lakewood Public Library to establish meeting rooms for the primary purpose of conducting library-sponsored events and programs in accordance with its mission. To advance the mission when no library sponsored events and programs are scheduled, meeting rooms may be made available at no charge, on a limited first come, first serve basis, with equal terms to organizations and individuals whose use of the facilities will increase public access to human experience, knowledge, ideas, information, insight and values. The library director shall be responsible for the administration of this policy through procedures and implementation.

Guidelines for public use of meeting rooms:

1. The Applicant must be at least 21 years of age and possess a valid adult Lakewood Public Library card.
2. A meeting room request must be submitted by written application to the Customer Services Department and delivered in-person, by letter, fax or e-mail at least two weeks in advance of the meeting.
3. The meeting must be free and open to the public.
4. A meeting room may be booked up to three months in advance.
5. No admission fees may be charged. No sale of goods or services is permitted. No collections or solicitations for contributions or memberships may be taken.
6. No banquets, dances, employee training sessions for profit-making organizations, family reunions, parties, private social functions, sales and promotion meetings, showers or weddings are permitted.
7. No food or refreshments shall be served without written permission from the director.
8. Smoking is strictly prohibited, along with all candles, incense, lit matches, lighters and open flames.
9. Use of a meeting room may not cause undue interference with the library's circulation, information and program functions. The applicant is expected to advise group members of library rules and caution them regarding loud talking, disruption and noise in any areas.
10. Adult supervision is required for all groups under the age of 18 years.
11. No rearrangements of furnishings are permitted in a meeting room.
12. Nothing may be affixed to doors or walls of a meeting room.
13. In promoting an event, an organization may not imply, on the basis of meeting room use, that the library endorses and sponsors the event.
14. Arrangements for the projection screen must be made in advance of the meeting. However, groups must supply their own projection equipment and operator.

15. In the event the scheduled meeting is cancelled, the applicant is expected to inform the library as soon as possible.
16. The library reserves the right to reassign meeting rooms and cancel use of meetings rooms in the event library needs or sponsored programs require such space.
17. The library assumes no liability for injuries, damage to property or loss of personal belongings for people and organizations using a meeting room. The applicant and organization agree to release and hold the library harmless from any claims, actions or liabilities arising directly or indirectly from individual or organizational use of the meeting rooms. In the event that personal injury, loss or damage to property occurs through meeting room use, the organization's representative is expected to report the incident immediately to the staff member in charge of the library so that an Incident Report may be properly completed.
18. Meetings must end and the meeting room must be vacated 30 minutes before the library closes. The building must be vacated promptly at closing.
19. The library retains the right to deny a meeting room to any organization or individual who cannot comply with the above terms.
20. Failure to comply with meeting room policy or rules may result in loss of meeting privileges, including the immediate termination of a meeting by authorized library personnel.

Policy Adopted by the Board of Trustees
March 13, 2008
Revised
September 11, 2008