

# **LAKEVIEW PUBLIC LIBRARY**

## **POLICY ON USE OF THE MEETING ROOMS**

### **I    GENERAL STATEMENT**

1. The Lakeview Public Library desires to integrate with the community and encourage community activities for educational, recreational, cultural, informational, and civic purposes, conducted on a nonprofit basis.

The intent of this policy is to make the meeting rooms of the library available on as widespread and equitable basis as possible.

2. Library activities and Library-sponsored programs take precedence over use of the facilities by an organization or group, and the library reserves the right to cancel an organization's scheduled use upon a reasonable notice.
3. The meeting rooms are available to any organization if the program is non-exclusive and open to the public and is of an educational, recreational, cultural, informational, or civic purpose, conducted on a nonprofit basis.
4. Use of Library facilities by an organization or group is subject to review by the Library Director, acting on behalf of the Board of Trustees. The fact that an organization is permitted to meet at the Lakeview Public Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library Board or Staff.
5. This policy is prepared with the intent of reaffirming the "American Library Association's Library Bill of Rights Concerning Meeting Room(s)" which states:

"As an institution of education for democratic living, the library should welcome the use of its meeting room(s), for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members provided that the meetings be open to the public"

### **II    USE**

Use of the meeting rooms shall be on a priority basis:

1. Library and Library-sponsored programs;
2. Board of Elections use;

3. Lakeview-based community organizations (75% of members must be Lakeview residents) and residents do not pay meeting room fees during regular library hours. *Rules For Use #13* still applies.
4. All other organizations and groups.

### **III PROCEDURE FOR APPLICATION TO USE**

1. An application for the use of the meeting rooms must be filed with the Library Director at least four (4) weeks prior to the requested date. All applications are subject to approval and will be confirmed in writing. All applications must be accompanied by the following information:
  - a. Name and address of the organization, as well as the name and telephone number of a contact person.
  - b. Type and subject of the meeting and a brief outline of important points to be covered by the program, including date(s) requested and any alternate dates, if available. The approximate number attending must also be included.
  - c. A copy of the organization's charter, constitution and by-laws or such other written material that establishes the bona fide nature of the organization to the satisfaction of the Director, acting on behalf of the Board, along with a statement of the organization's purpose and goals.
2. If a question is raised as to the objectives and activities of any organization or group requesting the use of the meeting rooms, such objections must be filed with the Library Director at least fourteen (14) working days prior to the scheduled meeting for Board review.
3. Meeting Rooms are not reserved until written confirmation from the Director is received.

### **IV. RULES FOR USE**

1. Applications for fundraising will not be considered. No card games where gambling of any sort is involved will be allowed.
2. Soliciting of any type, in any manner, for private or commercial gain, is prohibited during any meetings held in the community room(s).
3. First preference will be given to Lakeview organizations and residents (75% of members must be Lakeview residents).
4. All programs, meetings, and events shall be open to the public without admission charges, fees, or collection. Organizations may not use the Library facilities to raise funds for any commercial or profit-making purpose.

5. Neither the name nor address of the Lakeview Public Library may be used as the official address or headquarters of any organization or group. Any unwarranted implication that a program is sponsored or endorsed by the Library will constitute sufficient grounds for immediate cancellation of an organization's meeting room privileges.
6. Organizations or groups using the Library's premises are responsible for maintaining order at meetings and must adhere to the guidelines for the proper conduct of the meeting as specified by law and Library policy.
7. The owner of any private property to be used, demonstrated, shown, or merely brought onto the Library's premises is solely responsible for that property. Individuals and organizations using the Library facilities are not to leave or store their materials or property on Library premises without permission from the Director. The Lakeview Public Library assumes no responsibility for any property used or left in the Library by any group or organizations using the facilities.
8. Library staff is not required to move or arrange furniture or equipment. If a special furniture arrangement is required, the organization or group may move the furniture accordingly with the prior approval of the Director. The Library assumes no responsibility for any injuries incurred during the reorganization of the furniture. The group will be responsible for returning the furniture to the original arrangement before leaving the Library.
9. The sponsors are required to make their own arrangements for the equipment usage and/or immediate clean up. No cooking will be allowed on the premises. Only light refreshments are permitted.
10. The second floor meeting rooms are available only during Library hours or by special arrangement approved by the Director. The first floor meeting room must be vacated no later than 11:00pm.
11. Organizations or groups using the meeting rooms will be responsible for any and all damage to property of the Library resulting directly or indirectly from the conduct of any member or officer of the organization or any of its invitees.
12. All organizations or groups shall indemnify and hold the Lakeview Public Library harmless from any and all liability, loss, claims, damages, costs, and expenses arising directly or indirectly from their use of the meeting rooms.
13. Organizations or groups using the meeting rooms shall carry their own comprehensive general liability policy naming the Lakeview Public Library as an additional named insured and providing protection at the minimum level of \$500,000 property damage and personal liability coverage. Failure to produce a Certificate of Insurance 72 hours prior to the scheduled meeting will result in permission being revoked.
14. Smoking is not permitted on Library premises.
15. The capacity audience of each meeting room has been posted by the Fire Marshall in each room and must be strictly adhered to at all times.

16. Minors may use the meeting rooms only if a responsible adult is present throughout the meeting or activity.
17. No use of Library facilities will be made for any political meeting or rally, and no organization fostering racial or religious intolerance shall be allowed to hold meetings in the Library, if such use would cause a material or substantial disruption to the Library environment.
18. Failure to adhere to the rules outlined above, Library rules, and/or local, state or federal law, will lead to disqualification of the organization or group for future use of the meeting rooms.
19. The Lakeview Public Library reserves the right to waive these rules or make any further rules pertaining to the use of the Library facilities that it may deem proper and in the best interest of the Library.

## **V. RESERVATIONS AND CANCELLATIONS**

1. A maximum of two meetings per month may be scheduled with a total of 24 per year. The Director and Board of Trustees must approve long term or multiple engagements.
2. The Library reserves the right to cancel prior meeting room reservations without notice in the event of an emergency, such as snow closings or unsafe building conditions. Fees will be returned.
3. Library staff should be notified as soon as possible if a scheduled meeting has been canceled. Notification of cancellation of a reservation must be made 24 hours in advance or fee will be forfeited.
4. Any exemptions will be made at the discretion of the Director and Board of Trustees if deemed in the best interest of the Library.

Adopted by the Board of Trustees  
May 8, 2002

Amended by the Board of Trustees  
February 11, 2004

Amended by the Board of Trustees  
October 12, 2005