

## Meeting Room Policy

Approved by the Lawrence Public Library Board of Trustees, April 15, 1996; revised May 17, 2000, April 17, 2006, June 21, 2010, May 18, 2015; and March 18, 2019.

### Statement of Policy

The purpose of Lawrence Public Library's auditorium, meeting rooms, and study rooms is to provide space for both library-sponsored events, and events developed and sponsored by residents and organizations in our community. This fulfills the [library's mission](#) and role as a community center, where the public can learn, create, and grow by attending informational, educational, and cultural events. Lawrence Public Library champions the principle of intellectual freedom by providing a space for the free exchange of ideas as directed by the [American Library Association Library Bill of Rights](#).

### Space Available

Space	Fee	Reservation-booking Time Frames	Reservation Frequency	Max Capacity (*dependent on room configuration)	Notice of Cancellation
<i>Auditorium</i>	\$50 per hour	1 week-3 months	12 hours per 3 months	160*	24 hours
<i>3 Meeting Rooms</i>	Free	24 hours-3 months	12 hours per 3 months	40*	24 hours
<i>5 Study Rooms</i>	Free	Day of-2 weeks	2 hours per day	6	24 hours

### Publicity and Marketing Requirements

- Permission to use a library room does not constitute Library endorsement of the group's policies or beliefs, and no claim to that effect, nor claim to Library sponsorship may be used in advertising. Neither the name nor address of the Library may be used as the official address of a group using the Library's meeting rooms.
- Room reservation information is a public record and may be subject to public notice. Contact information for individuals reserving the rooms is required and may be visible on the library website and other media.
- Any and all publicity and marketing materials may not use the Lawrence Public Library logo and must include the following text:  
*This event is not sponsored by Lawrence Public Library. Any views and opinions expressed are not those of Lawrence Public Library.*

### Rules of Use

#### Acceptable Use of the Rooms

- Lawrence Public Library-sponsored programming and events are given priority scheduling.
- The Library will make no effort to censor or amend the content of a meeting.

- Patrons reserving the auditorium must be 18 or older.
- All patrons using the any of the library rooms must comply with the [Library Behavior Policy](#).
- Both public and private meetings are allowed.
- Admission fees may only be charged to recover costs directly associated with the provision of programs, such as educational materials, refreshments, or speakers' fees.
- The Library bears no responsibility for personal injury sustained while using any of the library rooms.

#### **The following activities are prohibited**

- Private parties and receptions
- Direct sales or fundraising without the prior, express permission of the Executive Director or designee
- Alcoholic beverages
- Open flames or fireworks
- Bodywork or medical procedures
- Athletic activities
- Excessively noisy or other disruptive activities

#### **Bookings and Cancellations**

- Reservations for the auditorium must be made one week in advance, and reservations for the meeting rooms must be made 24 hours in advance of the event. Study rooms can be reserved on the day of the needed reservation.
- Reservations for meeting rooms and the auditorium may be made up to three months in advance. Study rooms can be reserved up to 2 weeks in advance.
- Notice of cancellation should be received by the Library at least 24 hours in advance of the reserved time. Failure to notify the Library of a cancellation may result in denial of future room-booking privileges and loss of fee, if applicable.
- The Library Director and Library Board reserve the right to cancel any meeting should conditions warrant. When the Library closes due to an emergency, all efforts will be made to notify organizations scheduled to use a meeting room. During adverse weather conditions, the group should check with the Library or consult local media outlets for closing information.

#### **Room Setup and Cleaning**

- Room setup is the responsibility of the user.
- No tacks, nails or adhesive tape are to be placed in or on doors, walls, or furniture.
- Refreshments may be served in the meeting rooms and the auditorium.
- Groups and individuals using any of the library rooms are responsible for basic clean up and returning the room to order. This includes removing any equipment or displays.
- The Library is not responsible for lost or stolen items.
- If the space is not left in the condition it was found in, a minimum fee of \$50 may be charged to the responsible party for clean-up.

#### **Exceptions for Library Use of Public Meeting Rooms**

Events sponsored by the Library, the Friends of the Library, the Library Foundation, or the City of Lawrence are exempt from provisions of this policy. Requests from the public for exceptions to this policy must be made in writing to the Library Board one month prior to the reservation.