



Reservable Room Policy

Supersedes the [Meeting Room Policy](#) approved March 18, 2019.

Approved by the Lawrence Public Library Board of Trustees On March 20, 2023. Revised 11/25/2024.

Next review date 11/2027.

The purpose of Lawrence Public Library's auditorium, meeting rooms, and study rooms are to provide space for both library-sponsored events and events developed and sponsored by residents and organizations in our community, as well as to provide space for quiet study and small group meetings. This fulfills the Library's [mission](#) and role as a community center, where the public can learn, connect, 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](#).

The sponsors and their designated partners of events not sponsored by the Library are exempt from the Library's Free Speech Activities Policy, but all other event attendees must abide by the Free Speech Activities Policy. Sponsors and their designated partners have the right to waive the Free Speech Activities Policy for their meetings. Waiving this policy does not bind the Library or change the Library's position on free speech activity outside of that meeting space.

1. The Library will make no effort to censor or amend the content of a meeting.
2. Library-sponsored programming and events are given priority scheduling.
3. Both public and private meetings are allowed.
4. Admission fees may only be charged to recover costs directly associated with the provision of programs, such as educational materials, refreshments, or speakers' fees.
5. The Library bears no responsibility for personal injury sustained while using any of the library rooms.
6. The Library Director and Library Board of Trustees reserve the right to cancel any meeting should conditions warrant. When the Library closes due to an emergency, reasonable 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.
7. The Library is not responsible for lost or stolen items.

Persons or organizations are eligible to use the Lawrence Public Library's reservable rooms when they comply with Lawrence Public Library's [Reservable Room Guidelines](#) and Behavior Policy.