

## Lee Public Library Meeting Room Policy

This policy covers the use of the new addition basement and other space determined by the Trustees as meeting space.

Procedures governing the public use of the library's rooms are as follows:

**The Library's meeting room is available only during the hours the library is open to the public. Users must check in at the circulation desk. Rooms must be vacated 10 minutes prior to the library's closing.**

1. The meeting room of the Lee Public Library is available on an equitable basis, to community non-profit, educational, cultural and civic organizations. Rooms are not available for solicitation of funds or promotion of events for which a fee would be charged.

Meetings and programs must be free and membership to the organization must be open to the public. Voluntary donations may be solicited. Individual tutoring sessions may be private, but must be free.

There is no charge for the use of the meeting room.

Meetings will be limited to groups of 30 and under.

The Lee Public Library assumes and bears no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of the using organization, its members, affiliated persons, guests, invitees or licensees.

2. The library may be used by non-profit educational, cultural and civic organizations from outside the immediate area provided a registered patron sponsors the group and signs the application.

Youth groups must have an adult sponsor and one adult in attendance for every 15 young people.

3. The library recognizes the rights of free speech and free assembly. Granting of permissions to use library facilities does not constitute an endorsement by the library staff or board of trustees. No group will imply in its advertising that the library has sponsored or supported its meeting or group unless written permission is given by the library director. All advertising must include the disclaimer: "This event is not sponsored by the Lee Public Library."

The library's meeting space is defined as public forum spaces and there will be no exclusions from their use based on the points of view, beliefs or affiliations of the sponsors or participants. No group using the room may discriminate on the basis of race, creed, color, age, sexual orientation, disability, gender, religion, national origin or citizenship status in the provision of services.

4. Library programs will be given priority in the reservation of the meeting room. All other reservations will be on a first come, first serve basis. The meeting room may be reserved for no longer than six consecutive weeks.
5. Profit making companies or individuals are not allowed to reserve library meeting rooms, but such groups may be contacted by the library to present a library sponsored, informational program. In such cases, the company must offer its information in an educational presentation. No brand names or company services may be promoted.
6. Application for the use of the meeting room must be done in writing at the check out desk. Groups using the meeting room facilities on a regular schedule are required to re-apply each September for the following year. Application is not automatically renewed. All groups using the facilities must abide by the regulations attached to the application.
7. No smoking is permitted anywhere in the library.
8. Persons using the meeting room are subject to all rules and regulations of the library. Programs may not disrupt normal library business.
9. If the library is forced to officially close as a result of storms or other extraordinary circumstances, scheduled groups will be notified, but it is each organization's responsibility to notify those who would be attending any meeting. The library is not responsible for any cost or inconvenience incurred by any organization as a result of such closing.
10. The library will not be responsible for personal articles left in the library. Any damage to library property, accidental or otherwise, resulting from a meeting will be the responsibility of the organization using the room.
11. Light refreshments are permitted only upon prior approval by the library director. Groups receiving permission to bring refreshments into the library must supply their own coffee, cups, utensils, etc. Alcoholic beverages are prohibited.
12. Groups using the meeting room will be responsible for setting up the room according to their own needs. The library staff will bear no responsibility. The group using the room must restore the furniture and the room to the order in which it was found.
13. No parents, guardians, etc. attending a meeting or program in the meeting room may leave any child under the age of seven unattended in the library. Any child over the age of seven who does not comply with library rules while the parent or guardian is in the meeting will have to join the adult.
14. A group that fails to comply with these regulations may be denied further use of the room.

Adopted by the Board of Trustees, March 2003

LEE PUBLIC LIBRARY

MEETING ROOM REGISTRATION FORM

Date of Application: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Number of People: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Time of Use: \_\_\_\_\_

Please indicate any special arrangements required:

I have been provided with and understand the guidelines governing the use of the Lee Public Library Meeting Room. I understand that all advertisements, announcements, press releases, flyers, etc. relating to meetings must contain the disclaimer: "This event is not sponsored by the Lee Public Library."

Signature of Contact Person: \_\_\_\_\_

Library Director's Signature: \_\_\_\_\_