



Meeting Rooms Policy

Reviewed and Approved May 24, 2022

Meeting Rooms are available primarily to support programs and functions which fulfill the mission and further the goals of the Library District. When rooms are not in use by the Library, these spaces are available to established nonprofit organizations. Businesses engaged in employee or organizational activities and governmental units located within the Library District or serving community members, may also be permitted at the discretion of the Library Director. Other entities and uses may be considered when requested.

In accordance with the ALA's Library Bill of Rights and its interpretations pertaining to meeting rooms, use of the meeting rooms is not based on subject matter or content of the meeting, or on the beliefs or affiliations of a meeting's sponsor.

The purpose of this policy is to maximize use of the Meeting Rooms, ensure equal access to eligible groups, and to provide for orderly scheduling of the Meeting Rooms.

Use of the Meeting Rooms will be governed by the following:

Scheduling

- Meetings will be scheduled in advance on a first come first served basis.
- Meeting Rooms may be scheduled no more than six months in advance.
- Library sponsored activities and programs will take precedence in scheduling. As much notice as possible will be given if a conflict arises.
- In order to schedule a Meeting Room, groups must agree to observe the Meeting Room Policy and Guidelines, either by acknowledging the agreement on the online reservation portal via the library webpage, or by asking for staff assistance to complete and file with the Library prior to the meeting.

To provide equal access to as many groups as possible, the following guidelines apply:

- Space may be reserved for no more than 6 days in a month by a single entity except with permission of library personnel.
- Space may be reserved for no more than 6 consecutive weekly meetings except with permission of library personnel.
- Space may be reserved for no more than 6 consecutive monthly meetings except with permission of library personnel.
- Use the smallest space appropriate for the number of persons.

Fees

Although no fees or rent are charged for use of the rooms by qualifying groups, a charge may be levied by the LPLD Business Manager to cover cleaning expenses and/or damages when warranted by the condition of the room following a group's use.

Groups using a Meeting Room may not charge admission fees. (Friends of the Library who raise funds for additional library resources and services are exempted). Requests for an exception may be submitted in writing to the Library Director in advance by nonprofit organizations needing to recover costs incurred by the event. Generally, permission is granted only to cover costs incurred by the group for class supplies or speaker fees.

Donations by those using the room are welcomed and are tax deductible.

Responsibilities of Room Users

Groups using Meeting Rooms are required to return the room to the arrangement posted in each room, and to leave the room, furniture, and equipment clean and in good condition prior to the agreed upon departure time.

Use of the library's A/V equipment needs to be requested at least 24 hours in advance and confirmed the day prior to the reservation.

Groups using the kitchenette need to supply their own consumables. Paper products and consumables which may be on hand are for use only by staff in library-sponsored activities and programs. Library utensils and dishes need to be washed, dried, and returned to cupboards.

Timely notice of a cancellation is expected. Demand for room use is heavy and other groups deserve an opportunity to use the room if available. Three consecutive no-shows by a group will result in automatic cancellation of existing future reservations. If a group does not show within 30 minutes of scheduled start time, the room will be forfeited and made available for another reservation.

Hours of Use

Meeting Rooms are available only during library hours. A group meeting in a room with a direct exit to the outside may continue the meeting a maximum of two hours after the library closes on Mondays through Thursdays, provided the specified closing procedures are followed. Groups meeting in interior spaces with no direct exit to the outside need to conclude their meeting prior to the closing hour.

Limitations

Selling, solicitation, or taking of orders is not permitted, with the exception of authors engaged in book signings, artists performing or exhibiting in the rooms and The Friends of the Library. A Library staff member may be present at any time during a meeting.

No alcohol may be served without expressed permission of the Board of Trustees.

Use of a Meeting Room does not imply endorsement, support, or sponsorship by the Lawrenceburg Public Library District of the activity that takes place in a room or of the beliefs of the group using the room. Groups or individuals using the room may not imply that the library endorses the event unless the event is co-sponsored.

Use of the meeting rooms for employee training or internal meetings is preferred by those businesses with particular interest in Dearborn County. Solicitations, demonstrations or

showcasing of products or services to the public is not permitted.

Groups failing to comply with any part of this policy, other established policies and procedures of the LPLD or with requests made by library staff may be denied future use of Meeting Room space.

Study & Conference Rooms

- Study/Quiet rooms (up to 4 persons) may be reserved for up to two hours. Extensions may be approved if there are no conflicting reservations.
- The Mezzanine Conference Room (up to 10 persons) @ LPL may be reserved for up to two hours. Extensions may be approved if there are no conflicting reservations.

Meeting Rooms

| Room | Reservable? | # Seated | # seated w/tables | Kitchenette? | A/V? |
|--------------------------|-------------|----------|-------------------|--------------|------|
| Ewbank LPL | Y | 237 | 111 | Y | Y |
| Depot LPL | Y | 49 | 20 | Y | Y |
| Dunevant 1 (NDB) | Y | 20 | 8 | Y | Y |
| Dunevant 2 (NDB) | Y | 30 | 12 | N | Y |
| Dunevant (Full) NDB | Y | 50 | 20 | Y | Y |
| Mezzanine Conference LPL | Y | 10 | 10 | N | Y |
| Study Room L1 (LPL) | Y | 4 | 4 | N | N |
| Quiet Room N1 (NDB) | Y | 4 | 4 | N | N |
| Quiet Room N2 (NDB) | N | 4 | 4 | N | N |
| Quiet Room N3 (NDB) | Y | 4 | 4 | N | N |
| Quiet Room N4 (NDB) | N | 4 | 4 | N | N |

Attested: _____

Date _____

Secretary