

Auditorium, Meeting Room, and Study Room Policies

The Lawrence Public Library encourages public use of library meeting rooms, which are reserved for the education, amusement, diversion and enjoyment of library patrons. The Library has the following public meeting rooms:

Auditorium – seats 160

3 Meeting Rooms - seats 20

4 Study Rooms - seats 4

Fees for Use

1. Meeting rooms may be reserved at no charge by non-profit organizations, government agencies, and individuals and groups engaged in educational, civic, cultural, intellectual and charitable activities. These meetings must be free and open to the public.
2. For-profit businesses or any group requesting a closed meeting may reserve the Auditorium at a charge of \$50 per hour, or the meeting rooms at a charge of \$25 per hour.
3. Any loss or damage to the premises, equipment or furnishings as a result of public use will be charged to the group or individual responsible for the room reservation. There will be a minimum \$50 charge for any damages incurred.

Meeting Room Scheduling

1. Library sponsored programs and elections receive first priority in scheduling. Otherwise, reservations are scheduled in order of request.
2. Application to use meeting rooms must be made using the Library's Meeting Room Reservation software. Users who don't have online access can reserve the Auditorium and meeting rooms at our service desk, or over the phone. A reservation is not complete until it is confirmed by the library.
3. A group must complete the Meeting Room Reservation Application online form once. After the group is registered and approved, then they may be granted subsequent use of meeting rooms without completion of an application form. The agreement contained in the application form will be binding upon the reserving individual or group for any subsequent meeting room reservation(s).
4. Reservations for the auditorium must be made 1 week in advance, and reservations for the meeting rooms must be made 48 hours in advance of the event. Exceptions may be made at the discretion of library staff.
5. Reservations for meeting rooms and the auditorium may be made up to three months in advance. Exceptions may be made at the discretion of library staff.
6. Groups may schedule the meeting rooms for two uses per month. The auditorium may be scheduled for one use per month. Exceptions may be made at the discretion of library staff.

7. It is not the intent of the Library to provide permanent or continuous meeting space.
8. When booking the auditorium, groups must indicate whether or not they intend to use the green room or kitchenette.
9. Notice of cancellation must 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 meeting room privileges, and loss of fee, if applicable. In cases of inclement weather, exceptions can be made at the discretion of library staff.
10. 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.

Basic Rules of Use

1. Permission to use a Library meeting 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. The Library will make no effort to censor or amend the content of a meeting.
2. All meetings are free and open to the public unless the group has paid for the room reservation fee. Meetings that are free and open to the public require contact information, either in the form of a phone number or email address, of the individuals or groups reserving the rooms. This contact information will be considered public record, and can be made available to anyone who asks.
3. Admission fees may only be charged to recover costs directly associated with the provision of programs, such as educational materials, refreshments, or speakers' fees.
4. Groups and individuals may not buy or sell merchandise, fundraise, or solicit for later sales contacts or placement of orders.
5. Private events, such as receptions, showers and parties, are not permitted.
6. Occupants may not exceed (*fire code occupancy number*) for study rooms, (*fire code occupancy number*) for meetings rooms, and (*fire code occupancy number*) for the auditorium.

Rules of Conduct

1. Groups using meeting rooms are responsible for maintaining order. Appropriate conduct is expected as a condition of room use.
2. The Library bears no responsibility for personal injury sustained while using library meeting space.
3. At least one adult must be present and responsible for any event involving children under the age of 18.

4. Children must stay with the group or be supervised by a responsible adult as per the library's unattended child policy.

Meeting Room Set-up and Equipment Use

1. Room set-up is the responsibility of the user.
2. No tacks, nails or adhesive tape are to be placed in or on doors, walls, or furniture.
3. Lighted candles or flames, because of fire hazard, are not to be used within the meeting rooms.
4. A variety of audiovisual equipment is available for checkout to use in the meeting rooms. AV equipment should be reserved at the time of the room reservation. The equipment should be used by someone experienced in its operation. If you are unfamiliar with our AV equipment we ask that you schedule a short training session with a staff member. Audiovisual equipment must be checked back in 15 minutes before library closing.
5. Library artwork may not be moved.

Refreshments

1. Refreshments may be served in meeting rooms and the auditorium.
2. Alcoholic beverages are not permitted.

Clean Up

1. Groups and individuals using meeting rooms are responsible for basic clean up and returning the room to order.
2. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. The Library is not responsible for lost or stolen items.
3. If the space is not left in the condition it was found in, a minimum fee of \$50 will 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 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.

Study Room Policy

Four study rooms are available for the general public to use.

1. Users can reserve study rooms on-line with their library card. Users who don't have online access, or don't have a library card, can reserve rooms at our service desk, or over the phone.
2. Study rooms can be booked up to two weeks in advance.
3. If demand dictates, rooms can only be reserved for two, two hour sessions in one day per individual, or group.
4. In the event of a no show, a room reservation will expire after fifteen minutes.

Refreshments

1. Refreshments are permitted in study rooms.
2. Alcoholic beverages are not permitted.

Clean Up

1. Groups and individuals using study rooms are responsible for basic clean up and returning the room to order.
2. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. The Library is not responsible for lost or stolen items.
3. If the space is not left in the condition it was found in, a minimum fee of \$50 will be charged to the responsible party for clean-up.

Rules of Conduct

1. Groups or persons using the study rooms are responsible for maintaining order. Appropriate conduct is expected as a condition of room use.
2. The Library bears no responsibility for personal injury sustained while using library study rooms.

Non-Compliance with this Policy

Failure to comply with this policy may result in denial of future use of the Library meeting rooms, study rooms, and auditorium, financial liability for loss or damage, and/or immediate removal from the building.