

# Lansing Community Library Meeting Room Policy

The Lansing Community Library (LCL) Meeting Rooms are available free-of-charge, only during regular library hours. It is on a first come, first serve basis to groups that serve the needs of the community, such as educational and literacy groups, civic betterment organizations, cultural and artistic groups and other groups that are not excluded below.

Those wishing to reserve the meeting room are to be referred to the library director or a designee for approval. Dates are not to be posted without approval.

Library events have priority and the library reserves the right to cancel advance reservations in favor of library programming with 35 days notice.

A group/individual can use the room a maximum of 12 times a year with no ongoing (over 3 consecutive dates) programming unless the program is an LCL sponsored or LCL partnered program, or at the discretion of the library Board of Trustees.

## The meeting room may not be used for:

1. Fundraising purposes. However, planning and training for fundraising by recognized community service agencies is permitted.
2. Programs involving the sale, advertising or promotion of products or services. Individuals providing library programming/presentation may sell their products during/after their presentations (i.e. books/CDs).
3. Organizations charging for attendance. Exceptions may be made by the library director or her designee for meetings sponsored by approved non-profit groups
4. Partisan political meetings or events (e.g. political rallies and demonstrations, promotion or endorsement of political candidates). Organizational meetings are allowed.
5. Religious or philosophical/motivational groups that wish to hold services, ceremonies, prayers or events to recruit new members.
6. Social functions such as showers, birthday parties, etc.

*The Lansing Community Library commits itself to serving all persons without regard to race, color, sex, religion, age, marital status, national origin, disability, ex-offender status or sexual orientation.*

The Library Board of Trustees or designee reserves the right to refuse the use of the room whenever such use does not conform to these policies.

Refreshments may be served and shall be provided by the group/individual. Alcoholic beverages and smoking are prohibited at LCL. The people using the room shall leave it in a neat, clean and orderly condition. The library is not responsible for any equipment,

supplies, materials or other items brought to the library by any group or individuals attending the meeting. The library does not assume liability for groups or individuals attending a meeting at the library.

*Voted on and approved 9/25/2013, 3/17/15.  
Amended and approved 12/14/16.*

Lansing Community Library  
**Meeting Room Use Agreement**

Date\_\_\_\_\_

Signing of this policy constitutes an agreement of undersigned to adhere to the rules of the Meeting Room Use Policy, and to ensure that no member of the group violates the rules set forth.

Signed\_\_\_\_\_ Print Name\_\_\_\_\_

Phone Number\_\_\_\_\_

Address of  
Organization\_\_\_\_\_

Organization(Group) name)\_\_\_\_\_

Room Requested (circle one): Board Room - Tutoring Room - Community Room

Date for room to be used:\_\_\_\_\_ Start time\_\_\_\_\_ End time

Alternative date/time\_\_\_\_\_

**For Office Use Only:**

Request Granted: yes no

Date/time granted for use:

Staff Initials