



## Meeting Room Use Policy

Purpose: To define approved use of library space for meetings

The Lansing Community Library meeting rooms are available during regular library hours on a first-come, first-serve basis, free of charge.

Those wishing to reserve a meeting room should fill out the Meeting Room Use Agreement form and submit it to library staff for approval by the library director. On the day of your event, please check in at the front desk.

Library events have priority and the library reserves the right to cancel reservations in favor of library programming with 15 days' notice.

A group or individual may reserve a meeting room a maximum of 12 times per year but may only reserve the space up to eight weeks in advance. Requests for additional room use must be approved by the Library Director.

The meeting room may **not** be used for:

1. Fundraising purposes. (a,c)
  2. Programs involving the sale, advertising, or promotion of products or services. (b,c)
  3. Events or programs charging for attendance.
  4. Partisan political meetings or events such as political rallies and demonstrations, or endorsement of political candidates.
  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.
- a) The meeting room may be used for planning and training for fundraising by registered 501(c)(3) organizations.
  - b) Individuals providing library programming/presentations may sell their products during/after their presentations (i.e. books/CDs).
  - c) Events sponsored or planned by the Friends of LCL are excluded.

Refreshments may be provided by a group/individual. The meeting room shall be left in a neat, orderly condition.

The library does not assume liability for groups/individuals attending a meeting at the library and is not responsible for supplies, equipment, or materials brought to the library.

The Library Director reserves the right to refuse the use of the meeting room whenever such use does not conform to these policies.

**Revision History**

<b>CHANGES</b>	<b>APPROVED BY</b>	<b>DATE</b>
Approved	BOT	03/26/2020
Reviewed & revised	Policy Committee	06/02/2021
Approved	BOT	06/15/2021
Reviewed & revised	Policy Committee	05/15/2024
Approved	BOT	05/22/2024



## 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.

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

Signed \_\_\_\_\_

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: \_\_\_\_\_