

CITY OF LINCOLN ADMINISTRATION POLICY	NUMBER: 99
PREPARED BY: DARLA WEGENER DIRECTOR OF LIBRARY SERVICES	DATE: November 27, 2007
SUBJECT: LIBRARY MEETING ROOM USE POLICY	AUTHORITY : CITY MANAGER
	CITY MANAGER: GERALD JOHNSON

PURPOSE

The purpose of this administrative policy is to provide information and process for the use and rental of meeting room space in the library.

DEFINITIONS

Library Room Use Agreement: a contractual document that outlines the guidelines and requirements necessary for the reservation and use of library meeting space.

Liability Insurance: insurance covering the insured against losses arising from injury or damage to another person or property.

GENERAL POLICY

The Lincoln Public Library offers a variety of rooms for meetings, group study, training, and special events to serve its diverse public, school, and academic patrons. These rooms are intended for both library and non-library use, provided that they are in support of the Library's mission and meet the conditions of this policy. Programs must support the Library's mission to serve the educational, informational, and recreational needs of Greater Lincoln.

The Lincoln Public Library has adopted the Library Bill of Rights of the American Library Association, which states, "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Granting use of Library facilities does not imply endorsement by the Library of the group, the meeting, or the ideas presented at the meeting.

The City of Lincoln, Lincoln Public Library, Library Advisory Board, Library Advisory Committee, Director of Library Services, Sierra College, Western Placer Unified School District, employees, and volunteers assume no responsibility for loss, theft, or damage of any property of any group or individual using any of the Library meeting rooms or kitchen facilities, and in addition, assume no responsibility for the personal injury, including death, of any individual using the meeting rooms or kitchen.

Community groups are permitted and encouraged to use the Library's meeting rooms for educational, informational, or recreational activities. Such use shall not conflict with Lincoln Library Public Library programs or programs conducted by the City of Lincoln, Sierra College, or Western Placer Unified School District. The use must be consistent with the rules for eligibility and use as set forth in this Policy and comply with the procedures and limitations specified in the Library Meeting Room Use Agreement.

Eligible Organizations

Organizational groups eligible to reserve meeting rooms (in priority order)

1. **Library Group** – Lincoln Public Library, Library Advisory Board, Library Advisory Committee, the Friends of the Lincoln Library, Sierra College, Western Placer Unified School District, and the City of Lincoln. Authorized use includes Library, City, College or School District programs, both private and public in nature. This includes meetings, instruction, orientation, and other functions sponsored by these Library-related organizations. There is no charge.

All of the following organizations' programs and meetings must be open to the public. *Fees and submittal of liability insurance are required for some rooms.*

2. **Contributing service groups**– Organizations that annually contribute volunteer time or money directly to the Library, City, Sierra College, or Western Placer Unified School District.
3. **Resident non-profit groups**– Organizations that do not meet the above criteria in Group 2 that can show proof of non-profit status and a location within the City of Lincoln, Western Placer Unified School District or affiliated with Sierra College.
4. **Residents, local businesses, civic and community groups** – Organizations that do not meet the above criteria in Group 2 or 3.
5. **Non-residents and non-local community groups** – Organizations that do not meet the above criteria in Group 2, 3, or 4.

Ineligible Organizations

Any group that does not meet the above criteria such as groups, organizations, or individuals:

1. Who provide or promote a product or service for which a fee is required, such as for-profit or private business organizations or practitioners
2. Who fail to comply with the Library Meeting Room Policy and Agreement and any other library or city policies and procedures.
3. Whose objectives are unlawful, hazardous, or promote dangerous activities.

Reservations

Room reservation requests must be submitted in person, by phone, or by fax during regular business hours. The completion of the Library Meeting Room Use Agreement form process and submittal of liability insurance requirements (when applicable) confirms reservation. Fees are charged for some rooms and must be submitted prior to event. Room use fees are established by the City Council as part of the City's fee schedule. Rooms are available on a first-come, first-served basis and may be reserved up to three (3) months in advance. Regular use of a meeting room cannot be guaranteed.