

LINCOLN PUBLIC LIBRARY ADMINISTRATION POLICY

LIBRARY MEETING ROOM POLICY

PURPOSE

This administrative policy provides information and process for the use and rental of library meeting room space.

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 support 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 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.

LINCOLN PUBLIC LIBRARY ADMINISTRATION POLICY

Eligible Organizations

Organizational groups eligible to reserve meeting rooms are, in priority order:

1. Library group – Lincoln Public Library, Library Advisory Board, Library Advisory Committee, Friends of the Lincoln Library, Sierra College, Western Placer Unified School District and the City of Lincoln. Authorized uses include 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.

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 Public Library.
- 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, the Western Placer Unified School District, or an affiliation 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.
- 6. Businesses** – Organizations that provide and promote a product or service for which a fee is required, such as for-profit or private business organizations or practitioners.

Ineligible Organizations

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

1. Who fail to comply with the Library Meeting Room Policy and Agreement and any other library or city policies and procedures.
2. Whose objectives are unlawful, hazardous, or promote dangerous activities.

Reservations

Room reservation requests must be submitted in person, by phone, e-mail, or by fax during regular business hours. The user must complete the Library Meeting Room Agreement process and submit proof of liability insurance as required by the City (see Insurance Guidelines in packet) before reservation is confirmed. Payment of insurance and fees are required for all rooms, except study rooms, and must be submitted by user prior to event. The user may be required to pay and provide security. 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 (6) months in advance. Regular use of a meeting room cannot be guaranteed.