

MEETING ROOM POLICY

The Lane Public Library strives to provide the residents of the library district with access to a broad scope and variety of materials, resources, information, services and programs. In keeping with this concept, the citizens of the community are encouraged to use the various library meeting rooms for group meetings and programs.

1. Activities under the direction of the library shall have first priority for the use of the meeting room.
2. There is no charge for using a library meeting room.
3. Community groups may schedule meetings provided that:
 - A. All meetings must be free and open to the public.
 - B. Community groups whose purposes are non-profit, civic, cultural or educational are encouraged to use the various library meeting rooms for group meetings when the rooms are not being used for their primary purpose-library related activities. Meeting rooms may not be used for social activities, private parties, commercial endeavors or gatherings which advertise a product or service.
4. Because of the frequent use of the meeting rooms, the library is unable to guarantee their availability for regularly scheduled meetings. All scheduling will be done on a first-come, first served basis. Reservations for the meeting room will be accepted up to 3 months in advance. Requests to reserve the meeting room may be made by phone, but an application form must be completed and returned to the library before the scheduled meeting.
5. The meeting rooms are available daily beginning one-half hour after the library opens. Groups using the meeting room must leave 15 minutes before the library closes.
6. A request for use of space by minors must be made by an adult who will agree to be present and responsible for the meeting.
7. The organization using the room is responsible for any damage or breakage to the premises or its contents by members or guests of the group. The room is to be left in the condition in which it was found, and all trash disposed of in the container provided.
8. The library will not be responsible for loss or damage to any property belonging to the organization or its members and guests.
9. No smoking permitted.
10. Alcoholic beverages are prohibited. Cooking is not permitted in the meeting rooms.
11. The organization is responsible for providing supervision of children accompanying adults attending the organization's meeting.
12. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library.
13. The library reserves the right to revoke permission to use the facilities at any time.
14. Meeting room capacities as listed on the application form must not be exceeded.
15. A/V equipment may be requested for use, subject to availability.