



## **Public Use of Library Meeting Room Policy**

In keeping with its mission, Louisville Public Library shall offer meeting room space for educational, cultural, civic and recreational purposes, subject to the rules outlined below. The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs or purpose by the library, its staff, or the Library Board of Trustees.

### **Meeting Room Use Rules**

1. Library programs and sponsored events shall be approved in the following order of preference:
  - a. All library programs and activities
  - b. Members of the Louisville Public Library and Library Affiliated Groups
  - c. Citizens & Businesses of the Louisville/Nimishillen Community
  - d. All other Citizens, Nonprofit, and For Profit Groups
2. Reservations of meeting rooms may be made in advance.
3. Cancellations by the reserving group must be made 72 hours in advance of the meeting date.
4. Activities that interfere with the general operations and use of the Library shall not be permitted. All activities are subject to approval by the Library Director or his/her designated person.
5. The meeting room may be used on a drop-in basis for group study, tutoring or unscheduled meetings, if not in use, with the permission of the Library Director or his/her designated person.
6. Meeting rooms are available during hours when the library is open.
7. Light refreshments may be served, but the reserving group may not prepare food on library property. Groups must supply all products or equipment needed to provide light refreshments. Groups are responsible for cleanup.
8. In publicizing a meeting to be held in a library meeting room, the reserving group must be clearly identified. The reserving group must not imply library sponsorship of their program or organization in their publicity.
9. With prior approval of the Library Director or his/her designated person, the reserving group may post signs in library-approved locations.



10. Tables and chairs are available in the meeting room. The reserving group is responsible for setting up, rearranging, and taking down tables and chairs. Meeting rooms must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.
11. The library is not responsible for theft of or damage to property brought into the meeting room.
12. A reserving group officer of age 18 or older must sign the Application for Meeting Room Use, and at least one adult age 18 or older must be on premises when youth groups use the meeting room.
13. The reserving group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy (28 persons) for the meeting room as set by the Fire Marshall.
14. All groups, clubs, entities or individuals using a library meeting room must comply with these rules. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting room privileges.

**Meeting Room(s) Fees and Charges – With prior approval of the Director, additional services may be contracted, when needed, from the library for custodial, security, and waste removal services.**

1. Meeting Room Usage during normal hours of operation
  - a. No charge unless additional services are requested.
  - b. Meetings must adjourn 10 minutes before closing time.
2. Meeting Room Usage after normal hours of operation
  - a. Private Citizens, Community Groups, Nonprofits and Governmental Users rate per hour \$20.00.
  - b. Businesses Users rate per hour \$25.00.
3. Additional Services
  - a. Custodial Services – Out of pocket costs
  - b. Security Services – Out of pocket costs
  - c. Waste Removal Services – Out of pocket costs