

## **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:
  1. All library programs and activities
  2. Members of the Louisville Public Library and Library Affiliated Groups
  3. Citizens & Nonprofits of the Louisville/Nimishillen Community
  4. All other Citizens, Nonprofit, and For Profit Groups
2. Reservations can only be made within 30 days of the date needed.
3. Reservations for a regular meeting by the same group will be accepted no more than three (3) months in advance.
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 their designated person.
5. Meetings may not be used to promote or sell commercial products or services.
6. Attendance fees for meetings are not permitted.
7. The meeting rooms may be used on a drop-in basis for study, tutoring or unscheduled meetings, if not in use.
8. Light refreshments may be served. The reserving group is responsible for cleanup.
9. 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.
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. Attendance at meetings/programs may not exceed the maximum number certified by the Fire Department as the occupancy limit for the room.

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.

15. Prohibited in rooms: alcoholic beverages, illegal drugs, smoking, vaping and candles.

16. The Library reserves the right to adjust or cancel reservations based on the needs of the Library.

17. Prompt notification to the Library of cancellation of a meeting is required. It is the group leader's responsibility to notify its members/audience if the scheduled meeting or public program is cancelled. Failure to fulfill your booking without notification may result in a loss of privileges for one month.

18. For profit reservation of library meeting rooms is prohibited. For profit enterprise may use library meeting rooms on a first come, first serve basis, if there are no conflicting reservations.

19. The upstairs Meeting Room may be reserved outside of normal library hours, with approval from the Library Director or his/her designee.

20. Library staff and administration has sole discretion in all manner regarding the Meeting Rooms and reserves the right to amend these regulations at any time.

## **Liability**

1. The Library is not responsible for the loss or damage to any equipment or materials owned or rented by an individual, group or organization while using the public meeting rooms.
2. Any individual, group or organization using the public meeting rooms shall be held responsible for willful or accidental damage to the library building, grounds, collections

or equipment caused by the group, individual or organization, members or those attending the program or meeting.

3. Any individual, business, group or organization holding a meeting in the library must fully release and discharge the Louisville Public Library, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting or program.

**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. Additional Services
  1. Custodial Services – Out of pocket Costs
  2. Security Services – Out of pocket Costs
  3. Waste Removal Services – Out of pocket Costs

*Effective January 1, 2026*