

# Lakewood Public Library

## Public Venue Policy

### Policy Statement

Lakewood Public Library maintains a number of venues for Library-sponsored programs in accordance with its mission to bring people of all ages, circumstances and interests together for shared experiences, both enlightening and entertaining.

When no Library-sponsored programs are scheduled, these venues are available to individuals and organizations who seek to further the Library's mission along the same lines, on a first come, first served basis at no charge.

The Library Director shall be responsible for the fair and equal administration of this policy.

Guidelines for public use of meeting rooms:

1. All applicants must be at least 18 years of age and possess a valid Lakewood Public Library card. The Library will endeavor to accommodate local students under the age of 18 who seek to meet for school projects or group study.
2. Applications must be submitted either in-person, by letter, or through e-mail preferably two weeks in advance of the proposed event.
3. Venues may be booked up to three months in advance.
4. The Main Library's Auditorium, Multipurpose Room and Meeting Room, and the Madison Branch's Auditorium and Meeting Room may be available for scheduling. The Main Library's Front Porch and Children's Activity Room are only available for programs sponsored by the Library.
5. All meetings held in the Library must be open to the public and free of charge. No entrance fees may be charged, and no purchases may be required. Exceptions are made only for the Friends of Lakewood Public Library and the Lakewood Public Library Foundation on special occasions.
6. No banquets, dances, reunions, parties, showers, weddings, private social functions, for-profit training sessions, sales or promotional meetings are permitted.
7. Photography, videography and sound recording within the Library are forbidden without the written permission of the Library Director or a Manager.
8. Political rallies are not permitted on Library property.
9. Neither food nor drink is permitted in the Library.
10. Cell phone calls and ringtones are not permitted in the Library. Please remember to silence your phone before entering the Library.
11. Smoking is strictly prohibited, along with candles, incense, matches, lighters and open flames.
12. Use of a venue may not interfere with the normal functioning of the Library or other Library events. Applicants are expected to advise their guests to abide by all of the rules of the Library.
13. Adult supervision is generally required for all groups under the age of 18 years.
14. Furniture may not be rearranged.
15. No posters, flyers, decorations or other items may be affixed to the walls, the doors or other Library property.
16. In promoting an event on Library property, groups and individual applicants must refrain from implying Library sponsorship.
17. Arrangements for use of the projection screen must be made in advance of the meeting. Applicants must supply their own projection equipment and operator.

18. In the event that a scheduled event is cancelled, the applicant is expected to inform the Library as soon as possible.
19. The Library reserves the right to reassign venues and cancel use of venues in the event that Library needs or sponsored programs require it.
20. The Library assumes no liability for injuries, damage to property or loss of personal belongings for people and organizations making use of a Library venue. The applicant and organization agree to release and hold the Library harmless from any claims, actions or liabilities arising directly or indirectly from individual or organizational use of a Library venue. In the event that personal injury, loss or damage to property occurs through venue use, the organization's representative is expected to report the incident immediately to the staff member in charge of the building so that an Incident Report may be properly completed.
21. Programs must finish and the venue must be vacated 30 minutes before the Library closes. The building must be vacated promptly at closing.
22. The Library retains the right to deny a venue to any organization or individual that does not comply with the above terms.
23. Failure to comply with public venue policy or rules may result in the loss of privileges, including immediate termination of the event by authorized Library personnel.

Policy Adopted by the Board of Trustees: March 13, 2008

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