

Lancaster Community Library Meeting Room Policy

Lancaster Community Library provides meeting space as a service to the community, subject to the policies governing the use of the library.

The following areas of the library can be made available for use.

- Small Meeting Room with a capacity of 38
- Large Meeting Room with a capacity of 150
- Two small study rooms in the adult area and two small study rooms in the children's area.

AVAILABILITY AND RESERVATION OF ROOMS

First priority for use is given to Library programs. All other reservations will be filled on a first come, first served basis.

The Library is open Monday through Thursday from 10am to 7pm, and Saturday from 10am-5pm. The Library reserves the right to close due to inclement weather or other conditions deemed hazardous to staff or users. Groups will be notified whenever possible of library closures. Please call 804.435.1729 for any inclement weather closing information.

Meeting Rooms. The Small and Large Meeting Rooms may be reserved for use both during and after library operating hours, but use of the rooms may not extend past 11 p.m. Reservations may be made up to 6 months in advance. If the use will include periods after the normal closing time, the applicant must come prior to library closing to sign out keys. The Library reserves the right to decline reservations for any applicant if the Library determines the proposed use is not appropriate under the Library's interpretation of its policies and mission. Applicants must be in good standing with library. Some uses, as provided below under the heading "PREAPPROVAL AND CONTRACTUAL REQUIREMENTS" may also require advance approval by the Library Director.

Reservations may be placed by adults 18 years or older with proof of identification. An adult must be present at all times during use of the Small and Large Meeting Rooms. The library reserves the right to cancel existing reservations and to refuse future reservations to groups who fail to abide by library policies.

The applicant should notify the library immediately if a meeting is cancelled, so that others may schedule use of the meeting room.

Small Study Rooms. The four small study rooms are available during library operating hours only. Users may sign up at the front desk on a first come, first serve basis, for a period of not more than 2 hours if others are waiting.

Meeting Room Fees

- \$100 for use of room plus \$250 deposit, payable at time of reservation, with payment made to the Lancaster Community Library. Payments will be deposited in the library's bank account. Security deposit will be refunded after the event if: room and its equipment, lobby and its contents, the entrance, and restrooms are inspected by Library staff to be without damage; and keys to the library are returned if they were signed out. If using the upstairs conference room, responsibility includes upstairs as well as downstairs restrooms

- \$100 fee and \$250 deposit includes use of the room for one hour to set up, 3 hours for the party, and one hour to take down.
- \$50 per hour is charged if additional time is needed.
- No Charge (donations always gratefully accepted)

Fee Structure for Non-profit Fundraisers and Ticketed Events:

- \$250 for use of room plus \$250 deposit, payable at time of reservation, with payment made to the Lancaster Community Library. Payments will be deposited in the library's bank account. Security deposit will be refunded after the event if: room and its equipment, lobby and its contents, the entrance, and restrooms are inspected by Library staff to be without damage; and keys to the library are returned if they were signed out. If using the upstairs conference room, responsibility includes upstairs as well as downstairs restrooms.
- \$250 fee and \$250 deposit includes use of the room for one hour to set up, 3 hours for the party, and one hour to take down.
- \$100 per hour is charged if additional time is needed.

PREAPPROVAL AND CONTRACTUAL REQUIREMENTS

Any use of audio visual equipment must be made at the time of scheduling the room and are subject to approval of the Library Director. Library staff will assist with audio visual equipment if available.

Fundraisers and ticketed events will be approved at the discretion of the Library Director acting as agent of the Lancaster Community Library Board. Applications for fundraisers and ticketed events must be received at least 30 days prior to the event.

When all or part of a meeting room reservation occurs while the library is closed, applicants for the small as well as large (upstairs) meeting rooms agree to the following:

- Applicant is responsible for all library property that is accessible including: the meeting room and its equipment; the downstairs public restrooms; the lobby and its contents including artwork; and the library entrance.
- The applicant is responsible for all people who enter the library when the library is closed.
- Any security services for events will be at the cost of the applicant. At the discretion of the Library Director acting as agent for the Lancaster Community Library Board, professional security services may be required for an event.
- If keys were signed out they must be returned.
- Library staff will inspect the facility after the event and the cost for replacement or repair will be paid for by the deposit.
- The deposit will be used if keys are not returned.
- If no deposit was charged or if the amount is insufficient, the applicant will be billed.

FOOD AND DRINK

Food and non-alcoholic drinks are permitted within the Small and Large Meeting Rooms. No food or drink is allowed outside these rooms.

Requests to serve alcohol will be approved at the discretion of the Library Director acting as agent of the Lancaster Community Library Board. Any permits such as a license to serve alcohol are the responsibility of the applicant. Any security services required for events will be at the cost of the applicant.

OTHER REGULATIONS

Set-up of tables and chairs, and clean up are the responsibility of the applicant. Set-up and clean up time must be included in the reservation.

Publicity for an event held in the library's meeting room must include an organization or business name and phone number. The library's contact information may not be used on flyers or other publicity. The Library is not responsible for providing information about events to the public. Flyers for non-profit events may be posted on space designated for that purpose in the library.

No candles or open flames are allowed in the library, including all meeting and study rooms. The use of tobacco products, including electronic nicotine delivery systems, is prohibited throughout the Library, including all meeting and study rooms.

Activity and noise levels in the meeting rooms must not disrupt or disturb Library activities. The Library staff has the authority to terminate the use of meeting or study rooms

I have read and I agree to these policies.

Applicant Name

Date

Applicant Signature