

Lancaster Community Library Meeting Room Policy

Lancaster Community Library provides meeting space for community use as a service to the community, subject to the rules and regulations governing the use of the library

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

- Small Community Room (capacity 38) includes use of
 - 35 chairs
 - 8 card tables
 - 60" television
 - Conference Call capability upon request
 - Coffeemaker and sink (coffee supplies not provided)
- Large Community Room (capacity 150) includes use of
 - 150 chairs
 - 36 18" x 72" tables
 - Overhead projector and screen
 - Sound system with 1 handheld mic (other mics may be available upon request)
 - Kitchen with microwave, refrigerator, icemaker, and 2 large coffee urns (coffee supplies not provided)

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 & Wednesday from 9-8, Tuesday, Thursday, and Friday from 9-6, and Saturday 10-4. The Library reserves the right to close due to weather conditions or other conditions deemed hazardous to staff or users. Groups will not necessarily be notified. Please call 804.435.1729 for any inclement weather closing information.

COMMUNITY MEETING ROOMS. The Small Community Room and the Large Community Room 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 pick up 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. Inappropriate use may include, but is not limited to, applications so numerous or frequent as to interfere with reasonable use by other applicants. Some uses, as provided below under the heading "PREAPPROVAL AND CONTRACTUAL REQUIREMENTS" may also require advance approval by the Executive Committee of the Library.

Reservations may be placed by adults 18 years or older. An adult must be present at all times during use of the Small Community Room 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 these regulations. The person signing for use of the meeting room is responsible for assuring that the use of the room complies with library policies.

The applicant should notify the library in a timely manner 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. The rooms are available on a first come, first serve basis, for a period of not more than 2 hours,. THESE ROOMS MUST BE VACATED 30 MINUTES PRIOR TO CLOSING.

FEE STRUCTURE

Non-profits can reserve the Small Community Room or Large Community Rooms at no charge, if the purpose of the meeting is not fund raising and attendees are not charged for admission. Any fundraising or paid ticketed event held by non-profits will be subject to the fee structure below. Donations by non-profit groups to the Library are welcomed to help offset costs of maintaining meeting spaces and equipment.

Payment of fees must be received prior to the event, in cash or by check made payable to Lancaster Community Library. Credit cards are not accepted.

Normal Fees Applicable to Reservations for Individuals or businesses:

Meetings, trainings, seminars (no admission charged for attendees):

Up to 4 hours: \$50

4 hours to 8 hours: \$100

Normal Fees for Fundraisers, Ticketed Events, Weddings or Receptions:

Up to 4 hours: \$250

4 hours to 8 hours: \$500

PREAPPROVAL AND CONTRACTUAL REQUIREMENTS

The Executive Committee of the Lancaster Community Library Board must approve any fundraiser, ticketed event, wedding or reception, as well as any request to serve alcohol in the community rooms. The Executive Committee may also require security services for these events at the cost of the applicant. Applications must be received for these events at least 30 days prior to the event.

In cases where preapproval is required, and in other cases at the discretion of the Executive Committee, the applicant will be required to sign a contract agreeing to the conditions and responsibilities determined to be appropriate by the Executive Committee as a condition of approval.

FOOD AND DRINK

Light food and non-alcoholic drinks are permitted without preapproval, but only within the Small Community Room and Large Community Room. No food or drink is allowed outside these rooms. Other arrangements, including alcoholic beverage service shall be by preapproval of the Executive Committee of the Library only. The applicant is responsible for clean-up. The use of any additional kitchen equipment not listed above as being available with the meeting room must be approved by the Library Director.

OTHER REGULATIONS

Set up and clean up are the responsibility of the applicant. Staff will assist with audio visual equipment, but not the set-up of tables and chairs. Any set-up and clean up time should be included in the reservation. Any damages to the rooms or any equipment in the rooms are the responsibility of the applicant. If the Library incurs any expense, including but

not limited to costs of staff assigned to clean up, or replacement or repair costs for damaged items, the applicant shall be responsible to reimburse the Library for such costs.

Publicity for your event must include an organization or business name and phone number. The phone number of the library may not be used on flyers or other publicity. The Library will not be responsible for providing information about events to the public. Flyers for non-profit events may be posted on the bulletin boards by the teen area.

No candles or open flames are allowed in the library, including all conference, meeting, and study rooms. The use of tobacco products, including electronic nicotine delivery systems, is prohibited throughout the Library, including all meeting , conference 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 conference, meeting or study rooms if disruptive or noisy activities persist after one warning.