

**Lincoln Public Library Board
POLICY MANUAL**

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Purpose

Meeting rooms are provided for library and library-related programs and meetings. After these needs are met, meeting room facilities are available for use by the public.

Policy Statement

The meeting room facilities of the Lincoln Public Library are available for rent by individuals and groups as approved by the Chief Executive Officer (CEO). The facilities include a study room in the Fleming Library and meeting room at the Moses F. Rittenhouse Library. The fee may be waived at the discretion of the CEO. Every effort will be made to provide access to the meeting room for the broadest range of individuals and groups.

The meeting room attached to the Fleming Library and the upstairs meeting rooms in the Town of Lincoln Community Complex are booked through the Town of Lincoln. All bookings will be referred to the **Community Services** Department. (update name of department)

(See Appendix for Rental Fee Schedule.)

The following guidelines apply for use of the meeting rooms at the Fleming Library and Moses F. Rittenhouse Library:

Guidelines

1. The room should be booked as far in advance as possible with the understanding that any booking may be pre-empted by Lincoln Public Library events. The study room at the Fleming Library will be available for free use should it have not been booked.
2. Those requesting the use of the meeting room are required to complete a booking form (*See Appendix*), which includes the name, address, and telephone number of the designated person in charge of the booking. The person responsible is liable for all expenses resulting from his/her actions.
3. There shall be no smoking or intoxicants on library premises.
4. Groups and individuals are responsible for providing their own supplies and for leaving the facilities in the condition in which they were found. All halls and doorways must be left clear of obstructions.

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5. The use of decorations is restricted to flame resistant materials. They must never be attached to lights or electrical outlets. All decorations must be removed completely after the event, leaving no permanent marks on any part of the room or furnishings. Permission to use decorations must be granted when booking the room.
6. Meetings or events must begin during the library's open hours at the Moses F. Rittenhouse Library. Meetings must end at closing time for the Fleming study room.
7. If the activity in the meeting room continues after the library is closed in the Moses F. Rittenhouse Library, the group must ensure that all lights are off and alarm system is on before leaving. Failure to properly secure the library facility may result in (a) an additional cost to secure the library facility; (b) forfeiture of future privileges.
8. The Library Board may refuse use of the meeting room to anyone who has caused disturbance or damage on the premises; made unreasonable demands for the use of the room; or does not comply with guidelines for usage.
9. The Library Board does not necessarily endorse the philosophies or activities of organizations that may be using the meeting room.
10. Those activities that contravene the Canadian Criminal Code shall not be permitted in the meeting room.
11. The Corporation of the Town of Lincoln or any of its agents, including the Lincoln Public Library Board, will not be responsible for personal injury or damage to anyone in attendance or for the loss or theft of anything belonging to any individual or organization.
12. Any individual or organization using the Library's meeting room facilities assumes full liability for any losses or damage to the Town's property, neighbouring property, contents, attributable to, or resulting from, such use.