



# Lee Public Library

## Library Use & Meeting Space Policy

The purpose of the Library Use & Meeting Space Policy is to protect the rights of individuals who are in the library to use library materials and/or services, to protect the rights of staff members to conduct library business without interference, and to preserve library materials and facilities.

For these purposes, the library board of trustees has approved the following guidelines for conduct:

- All persons are welcome in the library.
- Parents or guardians are responsible for the conduct and safety of persons under their care.
- Library materials must be properly checked out prior to leaving the library building.
- Personal property should not be left unattended. The library is not responsible for lost or stolen items.
- Cell phone usage within the library should be kept to a minimum. Lengthy conversation should be conducted outside.
- Closed-lidded beverages are allowed in the library.
- Service animals are always allowed.

The following forms of conduct are NOT permitted:

- Behavior that may result in disturbing other library users.
- Intentional defacement or damage to equipment, materials or facilities.
- Use of tobacco, alcohol or illegal substances.
- Carrying, displaying or drawing any dangerous or unauthorized weapon.
- Entering non-public areas such as staff office and storage areas unless accompanied or directed by a staff member.
- Selling, advertising, petitioning, proselytizing or soliciting.
- Any illegal act or conduct in violation of federal, state, or local law, ordinance, or regulation.

The library uses video camera surveillance in every room. Violation of any of the above rules may result in expulsion from the library.

The library's meeting spaces are available only during the hours the library is open to the public. Users must check in at the circulation desk. Meeting spaces must be vacated 10 minutes prior to the library's closing.

Revised and Approved by the Board of Trustees, November 2024



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Procedures governing the public use of the library's rooms are as follows:

- The meeting space of the Lee Public Library is available on an equitable basis, to community non-profit, educational, cultural and civic organizations. Meeting spaces are not available for solicitation of funds or promotion of events for which a fee would be charged.
- Meetings and programs must be free to the public. Voluntary donations may be solicited. Individual tutoring sessions may be private, but must be free. There is no charge for the use of the meeting spaces. Maximum amount of participants will be determined by the size of the meeting space.
- The Lee Public Library assumes and bears no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of the using organization, its members, affiliated persons, guests, invitees or licensees.
- The library may be used by nonprofit educational, cultural and civic organizations from outside the immediate area provided a registered patron sponsors the group. Youth groups must have an adult sponsor and one adult in attendance for every 10 young people.
- The library recognizes the rights of free speech and free assembly. Granting of permissions to use library facilities does not constitute an endorsement by the library staff or board of trustees. No group will imply in its advertising that the library has sponsored or supported its meeting or group unless written permission is given by the library director. All advertising must include the disclaimer: "This event is not sponsored by the Lee Public Library."
- The library's meeting space is defined as public forum space and there will be no exclusion from their use based on the points of view, beliefs or affiliations of the sponsors or participants. No group using the room may discriminate on the basis of race, creed, color, age, sexual orientation, disability, gender, religion, national origin or citizenship status in the provision of services.
- Library programs will be given priority in the reservation of the meeting space. All other reservations will be on a first come, first serve basis. Meeting spaces may be reserved for no longer than six consecutive weeks.
- Profit making companies or individuals are not allowed to reserve library meeting spaces, but such groups may be contacted by the library to present a library sponsored, informational program. In such cases, the company must offer its information in an educational presentation. No brand names or company services may be promoted.

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- Application for the use of a meeting space must be done in writing at the circulation desk. Groups using the meeting space facilities on a regular schedule are required to re-apply each September for the following year. Applications are not automatically renewed. All groups using the facilities must abide by the regulations attached to the application.
- Persons using a meeting space are subject to all rules and regulations of the library. Programs may not disrupt normal library business.
- If the library is forced to close as a result of storms or other extraordinary circumstances, scheduled groups will be notified, but it is each organization's responsibility to notify those who would be attending any meeting. The library is not responsible for any cost or inconvenience incurred by any organization as a result of such closing.
- Light refreshments are permitted with prior approval of the Library Director. Groups receiving permission to bring refreshments into the library must supply their own supplies for serving those refreshments.
- No custodial services are provided in connection with use of the meeting rooms. Storage facilities are not provided.
- No smoking is allowed on Library property. No alcoholic beverages may be dispensed or consumed by public on Library property. No open flame is permitted at any time.
- Groups using a meeting space will be responsible for setting up and restoring the room to previous setting before leaving.
- No parent or guardian attending a meeting or program in the meeting room may leave any child under the age of twelve unattended in the library.
- The Library Director reserves the right to deny a reservation request.
- Groups that fail to comply with these regulations may be asked to vacate the meeting space and denied further use of the room.