



Lee Public Library

Meeting Space Policy

This policy covers the use of the meeting space as determined by the Trustees.

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.

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 space. 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 and signs the application. Youth groups must have an adult sponsor and one adult in attendance for every 15 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. The meeting space may be reserved for no longer than six consecutive weeks.



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Meeting Room Policy

- 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.
- Application for the use of the 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 the 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 the 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.