

## **Lawton Public Library MEETING ROOM POLICY**

The Lawton Public Library provides meeting rooms for library-related programs. When not in use by the library, the meetings rooms are available to groups under policy as approved by the Lawton Public Library Board. Use of the meeting rooms may not interfere with normal operation of the library.

### **Use of Rooms**

Meeting rooms may be used for meetings or events which are open to the public, which are free to attend and participate in fully, and there is no selling or solicitation of goods and services.

Governmental groups may use the meeting rooms for closed sessions.

In permitting the use of library meeting rooms, the Lawton Public Library, its Board, and the City of Lawton do not advocate or endorse the viewpoints expressed by any groups using the facilities.

All publicity prepared by an organization concerning meetings must carry the name and phone number of the sponsoring organization. The library cannot be identified as a sponsor, nor may the library's telephone number be used as a contact number for the organization.

### **Reservations**

Reservations may be made up to sixty (60) days in advance. Only two (2) meetings can be reserved at any time.

Meeting requests are initiated on the library's website: <http://www.cityof.lawton.ok.us/Library/rooms.htm>

### **Cancellations**

Excessive no-shows or cancellations may result in restriction of future meeting room privileges. Meetings are considered no-show if the meeting room is not occupied within thirty (30) minutes of the reservation. If necessary, the library reserves the right to change or cancel reservations.

### **Hours/Charges**

Rooms are available without charge during regular library hours and must be vacated thirty (30) minutes before closing time. Set-up and clean-up times must be included in the reserved time.

### **Adjournment**

Library staff must be notified when any meeting is adjourned.

### **Room Set-Up**

All groups are responsible for setting up the rooms and leaving the rooms clean and in an orderly manner. The library does not have personnel to set up tables, chairs, etc. It is the responsibility of each group to put the tables & chairs away after use of the meeting rooms. All trash is to be placed in designated trash receptacles. City janitorial employees will empty trash receptacles.

### **Equipment**

Groups should expect to provide their own equipment unless previously arranged with the library. Use of equipment is subject to availability.

**Conduct**

Groups are responsible for conducting their programs in an orderly fashion, for keeping noise to a reasonable level, and for safe-guarding any property used in meetings.

Organizations which fail to observe the general requirements and responsibilities for use of the meeting room facilities may be charged for damages or cleaning and suspended for a period of time designated by the Library Director.

**Refreshments**

Food is allowed in the meeting rooms. It is the responsibility of the group to provide plates, cups, napkins, utensils, coffee pots, coffee, etc. Alcoholic beverages, drinks that leave a stain, glitter, oil fryers, and open flames are not permitted.

**Liability**

The City of Lawton does not assume any liability for groups or individuals attending meetings in the library and are not responsible for their equipment, supplies, materials or any personal possessions. Groups using the rooms are responsible for restitution for any damage to equipment or to the rooms through misuse, carelessness or vandalism.

Groups using the rooms are responsible for staying within the posted capacity of the room.

All children's groups using the rooms must be under adequate adult supervision.

**Exceptions**

Exceptions to this policy may be made at the discretion of the Library Director.

Library Board Approved: 6/8/16