



Lawrence Public Library
51 Lawrence St.
Lawrence, MA 0184
Tel: 978-620-3621
Fax: 978-722-9540

Application for use of Library Meeting Rooms

Lawrence Public Library Meeting Room Policies and Regulations

The Purpose of the Lawrence Public Library is to provide every resident of the City of Lawrence with free access to a broad variety of material resources and to respond to informational, civic and recreational needs. The Library's meeting rooms provide an opportunity for bringing together the resources of the Library and the activities of the community. Community groups whose purposes are non-profit, civic, cultural or educational are encouraged to use the Library's meeting rooms for group meetings when the rooms are not being used for their primary purpose—Library related activities. The Library does not charge for the use of its meeting rooms, however, donations to The Friends of The Lawrence Public Library are always welcomed and appreciated. We also ask that you invite your guests to come back and check out all the other resources that the Lawrence Public Library has to offer.

All community meetings held in the Library meeting rooms must be open to the public. There is no charge for the use of the Library's meeting rooms. Meeting rooms may not be used for social activities, private parties, commercial endeavors or gatherings which advertise a product or service.

The following types of events are permitted in the meeting room:

- Public educational programs sponsored by government or non-profit organizations
- Programs of special interest, such as collectors or hobbyist

The following types of events are **NOT** permitted in the meeting room:

- Private social events such as family reunions or wedding receptions
- Meetings of any group or organization that is soliciting business, trying to make a profit or fundraising.

**Library Main Branch Hours: Monday –Thursday 9:00 a.m. - 9:00 p.m.
Friday 9:00 a.m. - 5:00 p.m.**

**Summer Hours Effective June, July, and August:
Monday, Tuesday, Wednesday, Friday 9:00 a.m. - 5:00 p.m.
Thursday 9:00 p.m. - 8:00 p.m.**

**Library South Branch Hours:
Monday, Wednesday, and Saturday* 10:00 - 5:00 p.m.
Sundays 1:00 - 4:00 p.m.**

***Closed Saturdays and Sundays during June, July, and August**

Reserving a Meeting Room

- The meeting room applications should be filed at least two weeks in advance of the planned activity and must be signed by the person authorized by the group to be responsible for their use of the room. Reservations will not be finalized until the application is received.
- The person reserving the meeting room must be at least 18 years of age and should be present at the time of the scheduled meeting.
- The person making the reservation, as well as the membership of the entity reserving the facilities shall be held financially responsible for any and all damages that may occur as a result of the use of the facilities.
- There is no charge for use of the meeting rooms during the Library's regular hours of operation. If the meeting room has not been restored to its previous condition and vacated by closing time, thus necessitating the services of a custodian beyond closing time, a fee of **\$35.00** per hour (or any part of an hour, minimum 3 hours) shall be charged. Checks shall be made payable to **City of Lawrence** and shall be given to the custodian before departure.
- Audio visual equipment needed in conjunction with the meeting should be requested at the time the reservation is made.

Meeting Room Rules

- **NO FOOD OR BEVERAGES MAY BE BROUGHT INTO THE LIBRARY'S MEETING ROOMS.**
- Library programs take precedence over other meeting room activities.
- Meetings or programs shall not disturb persons using the Library's public areas.
- Non-library groups may not charge admission to any activities being held in Library meeting rooms.
- Meetings planned by a company or individual to promote, advertise or lead to the sale of a product or service are not permitted, nor are employee recruitment, orientation or training programs.
- No goods or services shall be sold or exchanged upon the premises or by sample, pictures or descriptions.
- The use of the meeting room by a non-library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
- Announcements or publicity must include an address or telephone number other than the Library as contact for information.
- Alcoholic beverages and smoking are not permitted in meeting rooms.
- The Library is not liable for injuries to people or damage to property of organizations using the room.
- If in the opinion of the Board of Library Trustees or the Director, the presence of a police officer is advisable; the group using the meeting room will hire one at its own expense.
- Groups are responsible for notifying the Library of cancellation of a meeting in addition to notifying group members and/or audience.
- Meetings must be scheduled so that the room may be restored to order and the group is ready to leave when the Library closes.
- The Library will attempt to reach the contact person for the group if the Library must close for an emergency.
- Attendance at events will be limited to the posted capacity of the individual meeting room.
- **Users of the meeting rooms will be responsible for setting up the room according to their own needs. Time for setting up the meeting or program should be included in the time span requested on the application. Users must restore the furniture and the room to the order in which it was found. Failure to do so may result in the cancellation of the group's use of the room for the remainder of the year.**
- The person responsible for the group must sign out at the circulation desk when the meeting has ended.

Lawrence Public Library Meeting Room Application

Date of Application: _____

Name of Organization _____

Name of Individual Filing Application _____

Meeting Date/s: _____

Time: From _____ To _____

Expected Attendance: _____

Purpose of meeting: _____

Audio Visual Equipment needed: _____

Microphone and Podium Yes _____ No _____

Eligibility for use of meeting room requires ALL of the following boxes be checked:

- I have read and will comply with the Library Meeting Room Policy.
- No Food or beverages will be brought into the Library’s meeting rooms.**
- Our meeting will be open to the public.
- We will leave the facilities exactly as we found them in accordance with policy guidelines.
- I understand that while using the Library meeting room no admission may be charged, and no products or services may be advertised, solicited or sold.
- I will notify the Library within 24 hours in advance for cancellation.
- I agree that our organization will be held financially responsible for any damages and or theft of Library property incurred by our use of the meeting room.
- I understand that failure to comply with the Library’s policies may result in loss of privileges for future use of these meeting facilities.

I, the undersigned, am an authorized representative of the non-profit organization listed above. I have read and agree that our organization and its members will fully comply with **the Lawrence Public Library Meeting Room Policies and Regulations** Should this application be granted, I agree to indemnify, hold harmless and defend the Lawrence Public Library against any and all demands, claims, damages, fees, costs, and liabilities of any kind (including but not limited to attorney’s fee) to the fullest extent permitted by law.

Signature of Applicant and Responsible Person _____

Address: _____

Telephone: Home: _____ Work: _____

Email: _____ Fax: _____

Mail to:

Fax to:

Meeting Room Reservations
Lawrence Public Library
51 Lawrence Street
Lawrence, MA 01841

978-722-9540
Tel: 978-620-3621
website: www.lawrencefreelibrary.org

Library Director’s Approval:

Date Received: _____ **Approved by:** _____