

**ATTENTION:** Due to the COVID-19 pandemic, please note the following temporary changes that will be in effect until further notice:

Library meeting rooms will not be available for reservation until further notice.

Original Policy Approved on 09/17/2019

### **Library Meeting Room Policy**

The purpose of the Lawrence Public Library is to provide residents 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. Individuals and community groups whose purposes are non-profit, civic, cultural or educational are encouraged to use the Library's meeting rooms.

#### **Reserving a Meeting Room**

The meeting room application should be submitted 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 and approved.

If your meeting will begin or end outside of regular library hours, a fee of \$35 per hour is charged to cover the expense of keeping the building open for extended hours. Payment can be made by cash, credit card, or check payable to City of Lawrence, with memo Meeting Room Reservation. The library does not charge for use of the meeting rooms during normal operating hours, however, donations are always welcome and appreciated.

Audio visual equipment needed in conjunction with a meeting should be requested at the time the reservation is made.

#### **Meeting Room Rules**

- Users of the meeting rooms must get prior approval to bring food or beverages into the meeting rooms and must comply with the Food and Beverage Policy.
- Sponsors of community events must provide marketing materials to the library prior to the event.
- Users of the meeting rooms may not charge admission to events held at the library. If items are offered for sale, a donation to the Library Programs Account in the amount of 10% of sales is required.
- If the library administration advises the presence of a police officer, 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. The Library will attempt to reach the contact person for the group if the Library must close for an emergency or if the meeting room space needs to be reserved for Library program. Library programs take precedence over other meeting room activities.
- 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.
- The responsible party will be mailed an invoice for any damages to library facilities/equipment or for failure to return the room to the order in which it was found.
- Audiovisual equipment must be checked out with library staff prior to use and checked in at the end of the meeting or event.

# Lawrence Public Library Meeting Room Application

revised 09/2019

Date of Application: \_\_\_\_\_

Individual/Organization Reserving Room: \_\_\_\_\_

**Contact information**

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

*(list all dates)*

Time: From \_\_\_\_\_ To \_\_\_\_\_

*(include setup and breakdown times)*

Expected Attendance: \_\_\_\_\_

<p><b>Purpose of Reservation:</b></p> <p><input type="checkbox"/> Private study/meeting/workshop/class</p> <p><input type="checkbox"/> Community program</p> <p>Description:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Library Equipment Requested:</b></p> <p><input type="checkbox"/> Microphone <i>Quantity: _____</i></p> <p><input type="checkbox"/> Podium</p> <p><input type="checkbox"/> Projector</p> <p><input type="checkbox"/> Speaker</p> <p><input type="checkbox"/> Tables <i>Quantity: _____</i></p> <p><input type="checkbox"/> Chairs <i>Quantity: _____</i></p>	<p><b>Refreshment Request:</b></p> <p>I would like permission to bring in</p> <p><input type="checkbox"/> Food</p> <p><input type="checkbox"/> Beverages</p> <p>Description:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**I have read and will comply with the Library Meeting Room Policy.**

Printed Name: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

<p><b>Submit Completed Application by:</b></p> <p><i>Mail or in Person</i></p> <p>Lawrence Public Library Att: Meeting Room Reservations 51 Lawrence Street Lawrence, MA 01841</p> <p><i>Fax to 978-722-9540, or email to Julissa at JPerreaux@cityoflawrence.com</i></p> <p><i>Call 978-620-3603 for more information.</i></p> <p>Checks can be made payable to City of Lawrence with memo: Library Meeting Room Reservation.</p>	<p><b>For Administrative Use Only:</b></p> <p>Date Received: _____</p> <p>Approved by: _____</p> <p>Fee for Extended Hours: _____</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
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- This application has been approved. If extended hours were requested, send payment to the address above.
- This application has been denied. For further information, call 978-620-3603.