

Meeting Room Policy

1. Purpose Statement

The purpose of the meeting room policy is to ensure equity in the use of the public meeting space(s) within the Lexington Public Library. The Library welcomes public use of its meeting rooms in line with the Library's mission to engage the community through learning opportunities, connection to resources and technology, and cultural enrichment. Meeting and Study Rooms are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Allowing the use of these spaces by the public does not constitute or imply that the Library or City of Lexington is in agreement with or approves of the content or viewpoint of the group, individual, or presentation.

2. Allowable Use

- A. The meeting rooms of the Lexington Public Library are available for use by local government and non-profit groups for public informational, educational, charitable, and cultural purposes at no charge.
- B. For-profit businesses may use a room if it is needed for continuing education or training purposes for their current employees. No other use by a for-profit business is allowed. For profit agencies may use the meeting rooms for a fee of \$25.00 per day. The reservation must be made on behalf of the organization by a member of the organization who is at least 18 years old. Meeting Rooms may be used for meetings, programs or events that are private or open to the public.
- C. Social gatherings (e.g., baby showers, birthday parties) are allowed with a \$25 deposit. Return of deposit is contingent upon the room(s) being left in clean, undamaged condition upon inspection.

3. Room Descriptions

- A. The Benthack-Margritz Room has a capacity of 50 with tables and chairs, and 75 with chairs only. A retractable projector screen is mounted on the north wall.
- B. The Miller Room has a capacity of 25 with tables and chairs, and 45 with chairs only.
- C. The Benthack-Margritz and Miller Rooms have a capacity of 120 with chairs only.
- D. The Board Room has a capacity of 15.
- E. Any group using the meeting rooms has access to the kitchenette that includes a refrigerator, microwave, and coffee maker. No utensils, paper goods, or dishes are provided.
- F. All rooms have Wi-Fi access. The library has an LCD projector and laptop available upon request. A sound system is available in the Benthack-Margritz room.

4. Work Center

- A. The work center may be utilized by organizations or individuals for technology or makerspace related workshops or classes.
- B. Reservation policies of the work center apply as stated in 6A.
- C. Groups reserving the work center are responsible for any damage incurred to library equipment.

5. Prohibited Use

The following activities are prohibited in the Library's Meeting and Study Rooms:

- A. Using the rooms for commercial purposes, including but not limited to, the sale of goods or services and meeting with existing or potential business clients, and non-governmental attorney depositions. It is allowable to have sales that are part of a Library-sponsored program, like an author selling their books during an author visit, with permission from the Library Director.
- B. Programs promoted as educational in nature, but that seek to sell a particular product or recruit attendees to sell products for a direct sales company.
- C. Admission fees, unless pre-approved by the Library Director.

- D. Political campaigning, defined as advocating for or against a political candidate actively running for office. It is allowable to have multi-party debates, forums with all candidates invited, or similar events with permission from the Library Director.

6. Terms and Conditions of Use of Meeting and Study Rooms

- A. A reservation must be made at least 24 hours in advance in order to use any of the meeting rooms, work center or the boardroom.
- B. The reservation must include the person's name, phone number, purpose of the meeting, and the name of the organization.
- C. Library related or sponsored events take precedence over other scheduling.
- D. Study Rooms may be reserved in advance. The reservation must include the person's name, phone number or email, and purpose for using the study room. If no reservations are made, the rooms are open on a first-come, first-served basis to patrons using the Library.
- E. Any publicity for an activity in one of the meeting rooms that is not sponsored by the Library must clearly indicate the sponsoring organization and must not in any way imply sponsorship of the activity by either the Library or City of Lexington.
- F. Persons using the meeting rooms are responsible for all set up of tables and chairs. Study rooms do not require or allow different room configurations.
- G. Permission must be obtained from Library staff before anything may be adhered to a wall, furnishing, or piece of equipment, or before bringing in any additional furnishings or equipment.
- H. Food and non-alcoholic drinks are permitted. Please see the room descriptions for more information on what is included in the kitchenette.
- I. The meeting and study rooms must be left clean and neat following use, including cleaning up after any food or beverages. If not, a custodial fee for the cost of the clean-up, and not less than \$25, will be charged. Repeated offenses will result in being denied future use

of the facility. All trash must be removed by the occupant after the meeting.

- J. Persons using the meeting or study rooms are responsible for any damage to the facility and its furniture, equipment, and other contents.
- K. The Library and The City of Lexington assume no responsibility for property or personal belongings of any kind brought into the Library building by any person or group making use of the Library's facilities or attending any function at the Library.
- L. Use of the Community Meeting Rooms outside of regular operating hours requires permission from the Library Director. Use of the study rooms outside of regular operating hours is not permitted. Unless needed for Library or City of Lexington purposes, no meeting room reservations may be made on Sundays.
- M. The Library Director or the Director's authorized representative may deny use of the facility, including stopping an activity in progress, to anyone violating these rules or behaving in a way that violates the Library's Code of Conduct Policy.

Meeting Room Checklist

- Please do NOT adhere anything to the walls without prior approval.
- Vacuum carpet as necessary. The vacuum cleaner is located in the north storage closet of the Benthak Room.
- Clean tables. Paper towel and spray cleaner are located in the kitchenette underneath the sink.
- Remove all trash. Dumpsters are located in the alley behind the library.
- Remove all personal food, beverage, and paper products.
- Upon satisfactory room inspection, any meeting room deposit will be returned.

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