

# Lincoln Library Public Meeting Room Regulations

Lincoln Library's public meeting rooms may be used for a variety of purposes. Library programs have priority. **Room reservations should be made a minimum of one week in advance through the online reservation software.** The library reserves the right to cancel or relocate any meeting. **Failure to comply with the following rules will result in the cancellation or refusal of future reservations.**

**1. Lincoln Library's public meeting rooms are open to organizations engaged in civic, educational, cultural, intellectual or charitable activities.** (Proof of 501c3/501c4 may be required.) The meeting rooms are not available for social or commercial purposes. Permission to use a library meeting room in no way implies endorsement of the goals or activities of any individual, organization/group or speaker using the room. The library reserves the right to cancel or relocate any meeting.

Priority for use of the meeting rooms will be given as follows: 1. Lincoln Library 2. City of Springfield 3. Not-for-Profit Organizations

**2. All meetings must be free and open to the public.** Meeting room users may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or disability. Fees or money collection of any type is prohibited - - including, but not limited to, admission, workshop charges, registration fees, donations. Business promotion/advertising or selling of products/services is prohibited. Fund raising events by non- library organizations are prohibited. Private meetings/events and social gatherings — including, but not limited to parties, showers, receptions, memorial services — cannot be held at the library.

**3. Due to limited space, the library excludes meetings of state and federal agencies from room use,** except for public information meetings announced through the media.

**4. Groups using a meeting room must comply with the Americans with Disabilities Act** and are responsible for providing qualified interpreters or auxiliary aids upon request. (For assistance, contact the Springfield Center for Independent Living.)

**5. Room reservations are limited to two meetings, per organization/group, per month. Use of the DeFrates Reading Room is limited to book groups. The Bicentennial Room is reserved for small group meetings not involving refreshments or arts/crafts.** Reservations for Lincoln Library meeting rooms should be made one week in advance online at [www.lincolnlibrary.info](http://www.lincolnlibrary.info) or through Library Administration. If the online reservation software is not used, a paper application must be completed one week prior to meeting date. Failure to notify the library of a cancellation within 48 hours prior to the meeting may result in future reservations being denied.

**6. Equipment and room set-up requests should be communicated at the time the room is reserved.** If a change is necessary, a minimum of one week advanced notice is required. Personnel are not available to change set-ups the day of an event. Changes to requested room arrangements may be necessary if the request does not fit available space.

**7. Meetings are scheduled only during library hours and must conclude 5 minutes prior to library closing.** Reservations must include group set-up and clean-up time.

**8. Group activities are confined to the room reserved** and shall not interfere with the library operations or cause a safety threat to library employees, customers or property. Only designated public entrances/exits may be used. No organization may use the library as its official address. The library logo cannot be used on any group's publicity.

**9. The library is not responsible for any individual or group property, nor can it provide storage for property.**

10. **The person who signs the meeting room application assumes legal responsibility for the repair or replacement of lost or damaged library property. They are also responsible for cleaning-up and informing meeting attendees of library rules and regulations.** Clean up of table tops and disposal of trash in the meeting rooms is the responsibility of each group. There will be **NO** taping, tacking or nailing of materials, signs, posters, maps or the like, to any surface, including but not limited to brick walls, dividing wall, tables and chairs. Use of candles, tea lights, nor any open flame is not permitted. Room capacity must be obeyed.

**A kitchenette is adjacent to the Carnegie Rooms and the Multipurpose Room.** Use of the kitchenette must be requested prior to the meeting date and must be cleaned by those who use it. The library does not provide any supplies. **Failure to clean room(s) and/or kitchens properly, as stated will result in a \$50.00 charge.**

11. Children under age 16 cannot be left unattended in a meeting room.

12. Refreshments of any type are prohibited in the Bicentennial Conference Room.

13. Library Staff are not available for test monitoring.

14. **Groups and their attendees must adhere to Lincoln Library Rules for Customer use. Note:** Smoking of any type, alcoholic beverages, possession of weapons and animals, other than service, are prohibited throughout the library.

15. Meeting room users must complete the attendance form available in the rooms.

**Approved by Lincoln Library Board of Trustees April 26, 2017**