

---

# COMMUNITY ROOM USAGE

---

TO: PUBLIC  
FROM: BOARD OF TRUSTEES  
REVISED: 04/19/01, 04/05/04, 11/19/15

---

The Lincoln Public Library District provides public meeting space to its community in accordance with Article 6 of the American Library Association's Bill of Rights. The Library supports this article, which states that *"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."*

## **EXCLUSIONS**

Meetings and activities excluded from the Library's meeting rooms include:

1. Private parties (bachelor parties, baby showers, bridal showers, etc.)
2. Sale of commercial product by a for-profit group

## **RULES OF USE**

1. All meetings and programs are free of admission fees and open to the public.
2. Meeting rooms are reserved on a first come, first served basis for up to one year in advance to adults 18 years of age and older.

Community groups may schedule up to twelve meeting dates per calendar year. Groups may choose between the Library's three meeting rooms to hold their meeting. Regrettably, the Library cannot schedule twelve meetings for each room per year to the same group.

Community groups cannot solicit any monetary contributions or donations while on the Library's property.

3. The meeting rooms are available 'for free' during normal Library operating hours:

Monday, Wednesday, Friday; .....9am - 5pm  
Tuesday, Thursday: .....9am - 7pm  
Saturday; .....9am-1pm  
Sunday: .....Closed

---

# COMMUNITY ROOM USAGE

---

Meetings should be scheduled to include any set-up and clean-up time needed within these hours. Morning set-up may not start prior to 9 am. Evening meetings must end, including clean-up time, prior to the closing of the Library. The Library regrets that it is unable to schedule any programs or meetings beyond its operating hours.

4. The programming needs of the Lincoln Public Library District have first priority in using the meeting rooms. The Library reserves the right to cancel or relocate within the Library any scheduled meetings in favor of Library or other events.
5. The Library is not responsible for any lost or damaged materials or other items used in the meeting rooms.
6. Meetings which disrupt the normal functions of the Library are prohibited. Hazardous materials or other dangerous materials are not allowed on Library property.
7. It is the responsibility of the meeting group to provide their own food, condiments, eating and serving utensils, etc.
8. The meeting rooms should be clean of litter and trash at the conclusion of each meeting. The group filing the application form shall pay for the cost of any repairs or damage to the facilities.
9. Use of Library equipment is free, provided the applicant can demonstrate an ability to properly use the equipment.
10. Youth groups may use the meeting rooms if they are supervised by their adult sponsors.
11. No organization or group may use the Library as its official or mailing address.
12. Any meeting or program conducted in the Library's meeting room must conform to the statutes of the Americans with Disabilities Act for hearing impaired people. A signing interpreter (for sign language) must be made available at any meeting or program if a request for signed interpretation is made 48 hours in advance. It is the responsibility of the organization using the meeting room to secure a signing interpreter and pay for any costs associated with this service.

**PERMISSION TO USE THE LIBRARY'S MEETING ROOM DOES NOT IMPLY LIBRARY ENDORSEMENT OF THE GROUP'S ACTIVITIES, GOALS, POLICIES, OR OBJECTIVES AND THIS STATEMENT SHOULD BE INCLUDED IN ANY PUBLICITY OR INFORMATION DISSEMINATED BY THE GROUP. FINAL DECISION ON THE USE OF THE MEETING ROOM RESTS WITH THE LIBRARY DIRECTOR OR THE DIRECTOR'S DESIGNATED REPRESENTATIVE.**

---

# COMMUNITY ROOM USAGE

---

## APPLICATION FORM

---

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Meeting date(s): \_\_\_\_\_

Set-up time: \_\_\_\_\_ am/pm

Meeting time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Room will be vacated, including time to clean-up and to replace chairs/tables as found originally, by: \_\_\_\_\_ am/pm

Preferred meeting room:

- Keys Community Room (Carnegie Building)
- Pegram Community Room (Carnegie Building)
- Annex meeting room

Brief statement of purpose of meeting: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In signing the application, the organization agrees to comply with the rules and regulations of the Library's meeting rooms. Organizations must vacate the building within the Library's regular operating hours. Groups failing to comply with this request twice may be denied future use of the meeting room.

Signature of Organization Representative: \_\_\_\_\_

Address: \_\_\_\_\_  
(Physical Address / City / State / Zip)

Phone Number: Area Code (      ) \_\_\_\_\_

.....  
Community Room:     Pegram (Cap. 50)     Keys (Cap. 10)     Annex (Cap. 15)

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_