

Lodi Memorial Library Meeting Room Policy

This policy is for the use of the Library by outside groups and does not apply to Library programs, Library sponsored programs or approved Lodi Memorial Library-affiliated groups.

Lodi Memorial Library provides use of its meeting room to the community as a public service. Room use does not constitute an endorsement by the Library of either the programs or points of view expressed therein. The meeting room is available on an equitable basis, regardless of the beliefs or affiliations of the organizations requesting its use.

Eligibility for Use

All meetings must be open to the public at no charge. In scheduling use of the meeting room, priority is given to programs administered or sponsored by the Library and organizations affiliated with the Library. In addition, permission may be granted for the following uses, in order of priority, and based on availability:

- Borough departments, agencies or commissions;
- Neighborhood and community organizations based in Lodi;
- Other non-profit public and/or social service organizations.

Permission to use the meeting room is revocable. The Library reserves the right with 24-hour notice, to cancel permission to use a meeting room in the event of unforeseen demands.

The Library Director will review all applications and determine eligibility before granting approval. Any applications in question will be reviewed by The Board of Trustees who are the final authority in granting or refusing permission to use the meeting room.

Fee

There is no charge for use of the meeting room. Donations to the library are welcomed and appreciated. No fees, dues or donations may be charged from persons attending meetings in the meeting room. Exceptions may be made for meetings sponsored by Lodi Memorial Library or its affiliated organizations.

Registration

Each group must register at least once annually by completing a meeting room application form. The signing of this application indicates the group's intent to comply with this policy and procedures regarding the room's use.

Reservations

Reservations must be made by an adult member of the group. The person making the reservation will be the contact person unless otherwise noted, and is the only person authorized to make changes in room arrangements.

Reservations may be made by phone, by email request or in person at least 1 week prior to the requested date. Reservations can be made no more than three months in advance.

Applications must be made in writing. A reservation is not confirmed until the meeting room application form is approved and signed by the library representative.

The number and frequency of meetings booked by one organization will be at the discretion of the Library Director, based on room availability.

The Library should be notified if a meeting is being cancelled.

Responsibilities

Groups using the meeting room are responsible for basic setup, cleanup and for returning the room to its original condition. The organization's representative, noted on the application form, is responsible for damages to the room or to any Library audiovisual equipment used by the group.

Groups may not use the Library's address or phone number for publicity purposes nor imply endorsement or co-sponsorship of its events by the Library.

With prior approval of the Director, the group may serve light refreshments. Supplies and cleanup are the group's responsibility.

The Library cannot provide storage for the group's property at the Library.

The Library reserves the right to attend any meeting held in its facilities to ensure no unlawful activities are occurring on Library premises.

Approved by the Lodi Memorial Library Board of Trustees August 23, 2011