



LOBBY TABLE SPACE POLICY

PURPOSE: Lewes Public Library (LPL) recognizes the importance of increasing community awareness of other nonprofits organizations. Therefore, it is the intent of LPL to offer limited space in the library's lobby area to local nonprofit organizations.

- I. Nonprofits organizations may reserve a day to attend to table for the distribution of information related to the community, public service information, and materials of educational or cultural interest.
- II. Process for reserving Library Lobby space for Tabling:
 - a. At least two weeks prior to the start of tabling, a request must be submitted to the Assistant Director via e-mail to leweslibrary@gmail.com
 - b. The email must also contain a copy of any materials being distributed at the table. If this is not possible, the email must describe the materials.
 - i. Materials which cannot be distributed or displayed include religious materials, commercial advertisements of products or services, personal requests, and materials which support or oppose any current or pending ballot measure, political candidate, or political agenda. Fundraising activities are prohibited.
 - c. The Assistant Director, or designee, will inform the sponsoring organization of approval, denial or request required modifications via email.
 - d. One organization per week will be allowed to reserve a table in the lobby during LPL operating hours.
 - e. Tabling for an individual organization cannot occur more than a total of six times per year.
- III. Regulations for Tabling:
 - a. Organizations will be provided with one table and 2 chairs and must confine their display to the space provided. No additional furniture is permitted. Tables and chair set-ups should not be moved and cannot obstruct exits and/or pathways in the library.
 - b. Members of the sponsoring organization must staff the table at all times. Due to space constraints, only three individuals from the organization may staff the table at any time.
 - c. While we invite organizations into the lobby to distribute information, we ask that representatives respect those visiting the library by not approaching them in an aggressive manner. Organizations who behave in such a manner may be asked to leave and/or be prohibited from reserving a table in the future.
- IV. Distribution of materials and information in the lobby does not imply LPL endorsement of events or organizations.