



The Lewes Public Library, Inc.

Public Meeting Room Policy

The offering of meeting room space in the Lewes Public Library is one of the many ways the library hopes to foster greater free expression and access to ideas representing all points of view on all subjects. The library welcomes the use of its meeting rooms within the guidelines of this policy. Priority of meeting room use will be given to library- sponsored events. After this priority, reservations for meeting room space are on a first-come, first-served basis. The Delaware Room, Children’s Program Room, and Computer Training Room are for the exclusive use of the library and Friends of Lewes Public Library.

Meeting Rooms

The library has several meeting spaces available for public events. These rooms may be reserved in blocks of up to four hours. They are:

- A small room, with a 20-person capacity and a collaboration station seating 8.
- A medium room with a 50-person capacity.
- A large room with a 160-person capacity. A catering kitchen adjoins the large room on the east side.
- The large room may be divided into two rooms:
 - The east side has a capacity of 90. The catering kitchen is available when booking the east side of the room.
 - The west side has a capacity of 60.

All rooms are fitted with a projector or monitor for displays of presentations. The library will provide a laptop and instruction on use of the system, if requested in advance.

Study Rooms

The library has four study rooms: two seating two people and two seating four people. The use of these rooms is free of charge. These rooms are reserved for individual study, tutoring or small meetings and are not to be used as on-going personal or office space. Reservations may be made in blocks of up to four hours.

Reservations

Reservations may be made up to one year in advance. To allow equitable access throughout the community, organizations and individuals are limited to no more than twelve reservations on the calendar at

any one time. The library reserves the right to deny or delay acceptance of a reservation if there is a reasonable belief that it may introduce a complication into the scheduling of library events. The library may cancel a reservation in case of weather emergency; the library will notify groups as early as possible.

Reservations should be scheduled from the time the group plans on beginning setup to the time the group plans on vacating the room. Leaving half-an-hour of leeway on either side of the meeting is recommended.

An application form requesting use of a meeting must be filled out. The application may be found on the library website, www.leweslibrary.org, and at the circulation desk in the library.

Set-Up, Use and Care of Rooms

Groups are responsible for the setup, re-arrangement, or removal of furniture from the way it was last left. The room is to be left clean, doors closed, and lights turned off. Furniture does not need to be put away. The room must not be left unattended during the time it is reserved. Each group will be held responsible for repair or replacement of any library property damaged or destroyed. See fee schedule below.

Alcoholic beverages may not be served or consumed on library property except for library-sponsored activities or activities co-sponsored by the library and the Friends of the Library. Alcoholic beverages may not be sold on library property under any circumstances. The library permits only tobacco-free meetings. Open flames are not permitted in the library.

Afterhours Use of Meeting Rooms

Anyone scheduling a meeting that is planned to end after the library closes will be issued a keycard to activate the facility's security system after the meeting concludes. First-time users should anticipate an additional 15 minutes of time before the meeting for brief training on use of the card. Keycards will only be usable on the day of the meeting. Frequent users who wish to keep their card may do so and will have it activated on the days of future meetings. These frequent users are responsible for requesting card activation on the days of future meetings.

Fees

Fees will be charged as follows for each four-hour reserved block. Fees are payable at time of reservation:

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|----------------------------|-------|
| The small room | \$ 25 |
| The medium room | \$ 50 |
| One-half of the large room | \$ 75 |
| The entire large room | \$150 |

Fees for non-profit organizations showing proof of 501(c)(3) designation are reduced to \$15 to cover expenses incurred to the library. Excessive clean-up or damage may result in additional fees as noted below.

Businesses or organizations donating \$1,000 or more to the operational expense of the library through the library's annual appeal, or otherwise on an annual basis, will be exempt from the meeting room fee. However, excessive clean-up or damage may result in fees as noted below.

If, in the opinion of the Library Director, clean up of a room requires an extraordinary amount of time and effort, a custodial charge of \$30 per hour, or fraction thereof, will be charged to any group using the room. Any damage to furnishings, equipment or the building will be charged at replacement or repair cost to any group using the room.

There is a \$25 fee to replace lost keycards.

Cancellations must be made one week in advance of the reserved date and time. Fees will not be refunded if cancellations made less than one week in advance. In the case of no-shows, future use of the room may be denied.

Future use of the room, including reservations that have already been scheduled, will be denied until fees are paid.

Authorization for use of the meeting rooms will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the organization or individual making the reservation. Use of the rooms does not imply library endorsement of events or organizations.

The Library Director, or a designee, is responsible for the implementation of this policy.

Adopted by the Board of Commissioners: _____