

## 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 and Children’s Program Room are for the exclusive use of the library and Friends of Lewes Public Library.

**Please note:** Use of the meeting room does not imply Library endorsement of any group or event. The Library does not publicize meetings for outside groups or include notice on the Library events calendar.

### Meeting Rooms

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

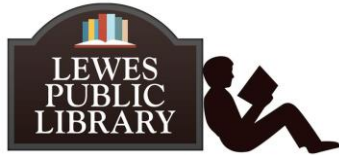
- A SMALL room with a collaboration station seating 8 (rated capacity of 37). The fee is \$25.
- A MEDIUM room with seating for 40 (rated capacity of 89). The fee is \$50.
- A LARGE room with seating for 120 (rated capacity of 269). A catering kitchen adjoins the large room on the east side. The fee is \$150.
- A COMPUTER TRAINING ROOM with seating for up to 16. The fee is \$50.
- Fireplace with seating for up to 40. The fee is \$250.

The LARGE room may be divided into two rooms:

- The EAST SIDE has seating for 70 (rated capacity of 140). The catering kitchen is available when booking the east side of the room. The fee is \$75.
- The WEST SIDE has seating for 50 (rated capacity of 110.) The catering kitchen is NOT available when booking the west side of the room. The fee is \$75.

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. The Computer Training Room is a flexible space that can be used for a variety of purposes, including as a training room with multiple laptops and projectors. Please email [lewes.library@gmail.com](mailto:lewes.library@gmail.com) for more information.

Please note: The “rated capacity” is the maximum capacity for the room according to the Fire Marshall, and does not correspond to the number of people that can be seated comfortably. More information about Meeting Room Fees can be found below.



## Study Rooms

The library has four study rooms seating up to 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 for a maximum of four hours per day. During the school year, preference is given to groups of 2-4 in the Study Rooms from 4 PM – 6 PM. Individuals wishing to use a Study Room during those hours will be directed to the Quiet Room. Please call 645-2733 for more information or to reserve a Study Room.

## Special Events at the Fireplace

The area in front of the fireplace is available to the public for special events during hours that the library is closed. As with other library meeting rooms, priority is given to library events and library sponsored events. After this priority, reservations for this space are on a first-come, first-served basis. The space is available on:

- Fridays after 5 PM
- Saturdays after 2 PM
- Sundays after 10 AM

The area can be used to accommodate groups with seating up to 40 people and is available for reservation in four hour blocks. A library staff member will be on-site to arrange seating prior to the event and remove the seating at the conclusion of the event. No additional fee for staff time will be charged. The prohibition of alcoholic beverages, tobacco, and open flame contained under the “Set-Up, Use and Care of Rooms” provision below applies to the fireplace area. Additionally, the fee for extraordinary cleaning, should it be required, also applies to the fireplace area.

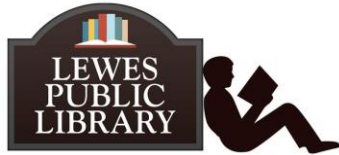
The fireplace area may be reserved in blocks of up to four hours. The fee per four hour block is \$250.

## 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.lewes.lib.de.us](http://www.lewes.lib.de.us), 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. There is an additional \$25 fee if you require a staff member to be on-site outside of regular Library hours. Detailed information can be found below in Fees.

### **Fees**

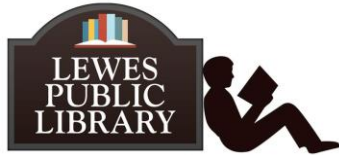
Fees will be charged as follows for each four-hour reserved block. Fees are payable at time of reservation. Fees must be paid two weeks from the date a reservation is made. If fees have not been paid by the due date the reservation will be cancelled. Fees can be paid by cash, check or credit card. Checks can be mailed to Lewes Public Library, Attn: Kristen Gramer, 111 Adams Ave., Lewes, DE 19958.

- The small room \$ 25
- The medium room \$ 50
- The computer training room \$50
- One-half of the large room \$ 75
- The entire large room \$150
- Fireplace area \$250

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.

There is a \$25 fee if staff is required to be on-site for a scheduled meeting outside of regular Library hours. Regular Library hours for meeting rooms are as follows:

Monday - Thursday, 8 AM – 8 PM

Friday, 8 AM – 5 PM

Saturday, 9 AM – 2 PM

Cancellations must be made one week in advance of the reserved date and time. Fees will not be refunded if cancellations are made less than one week in advance. Partner organizations, who are not charged a room rental fee, will be charged the non-profit rate when cancellations are 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: 10/23/2018