

# LAKE COUNTY

# POLICY

## BOARD OF COUNTY COMMISSIONERS

Title: Use of Meeting Rooms in Lake County  
Library System Branch Libraries

Number: LCC-61

Cancels:

Approved: 1/20/04

### I. OBJECTIVE

To establish guidelines for the use of meeting room(s) in Lake County Library System Branch Libraries.

### II. DEFINITIONS AND REFERENCES

#### A. Library Bill of Rights:

A statement by the Council of the American Library Association which affirms its beliefs in the basic policies which should govern the services of all public libraries; adopted by the American Library Association June 18, 1948, and amended February 2, 1961, June 27, 1967, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996 by the ALA Council. Included as Attachment A.

#### B. Meeting Room Application:

Form to be completed by anyone wishing to reserve a meeting room.

#### C. Branch Library:

Libraries which are funded and operated solely by Lake County Board of County Commissioners to provide library service to Lake County residents.

### III. DIRECTIVES

- A. Public libraries have traditionally provided free meeting space for members of their communities to encourage free expression and free access to ideas and information, presenting different points of view on all types of subjects. The Lake County Library System supports this concept and endorses the American Library Association Bill of Rights, ARTICLE VI which states:

“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.”

- B. All requests to use meeting rooms should be made directly to the appropriate Branch Library using the Meeting Room Request Form, included as Attachment B. The use of a meeting room by community groups or organizations is subject to Branch Manager (or designee) approval.
- C. All programs shall be free and open to the public.
- D. Criteria for use of branch library meeting rooms is as follows:
  - 1. Non-library use is limited to non-profit, civic, or community groups and organizations. Sales, fundraising, and direct solicitations are not permitted. However, sales or fundraising events may be allowed under certain (or special) circumstances, such as Friends of the Library book sales, or Library sponsored or co-sponsored author events.
  - 2. Applications to use the meeting rooms will be accepted and approved on a first come, first served basis. Priority will be given to library sponsored or co-sponsored programs and events.
  - 3. Smoking and alcoholic beverages are not permitted.
  - 4. Attendance shall not exceed fire marshal capacity for designated meeting room.
  - 5. Meetings or programs must be held during normal operating hours (unless previous arrangements dictate otherwise) and the room must be vacated at least 10 minutes prior to closing time.
  - 6. Consecutive or regular usage (weekly, bi-weekly, or monthly) will be allowed only if there are no other conflicts with the current meeting room schedule. NOTE: Applications which are approved for consecutive or regular usage expire one (1) year from date of submittal.
  - 7. Meeting room applications should be submitted at least three (3) days prior to the requested use date. If approval to use the meeting room cannot be granted at the time of application, the manager or his or her designee will contact the requestor to confirm or deny the request at least 24 hours prior to the requested meeting time.

8. All groups must notify library personnel of their arrival. This will provide staff the opportunity to communicate or coordinate any last minute changes to the requestor. Likewise, a representative from the group must notify staff when they have finished using the room. The group exiting the meeting room must ensure the room is left clean and in an organized manner prior to departing the building.
9. The staff, library system, and county cannot, and will not, be held responsible for any personal items, equipment, or materials left in the building.
10. For applications received and approved at least three (3) days in advance, upon request library personnel will provide set-up of available equipment, tables, and chairs.
11. Permission to use the library's meeting room(s) does not in any way imply endorsement of the group or entity using the facility by anyone on staff or Lake County government, including commissioners, boards, officers, or other personnel.
12. Failure to adhere to these guidelines may jeopardize the group or organization's ability to re-use this particular branch library's meeting room or that of any other system branch library in the future.

**IV. RESERVATION OF AUTHORITY**

The authority to issue or revise the policy is reserved to the Lake County Board of County Commissioners.

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Debbie Stivender, Chairman  
Board of County Commissioners  
Lake County

ber: LCC-61  
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Page: 4