

Luther Area Public Library Public Meeting and Event Policy

Introduction

The Luther Area Public Library provides a meeting place so that the library can promote its program of service to the community. The library board of trustees recognizes that the library facilities belong to the community and permits facilities used by established non-commercial groups and organizations based in the Library's service area.

Regulations

1. Library, library related and library sponsored programs have priority in the use of the facilities.
2. Library facilities shall only be reserved for civic, cultural or educational purposes. Meetings of an infomercial nature (including selling a product or service and/or soliciting new customers) or any commercial venture are not permitted.
3. Every effort will be made to hold community meetings or events in the Library during open library hours in order to assure that there will be minimal disruption to normal library use, and minimize electrical and heating costs.
4. Events or meetings that cannot be held during regular library hours of operation or that would be disruptive to normal library hours of operation, will be held only in the presence of a library employee or staff member, a library board member or a library "booster" member.
5. Library employees and staff will not be expected to be present after hours without being on official duty. Library staff will not be paid for hours spent at a meeting if they are a member of the group that is meeting.
6. The library may cancel any meeting in accordance with library policies for temporary closures or emergency procedures.
7. The library's Key Policy and Procedure will be followed during meetings.
8. Food and drink is permitted during a meeting except near computer stations. No cooking facilities are available. The group is responsible for cleanup and must bring its own supplies (coffee, cups, napkins, etc).
9. Alcoholic beverages are prohibited in or on library property without advance approval by the library board of trustees.
10. The library shall not be held liable for any injury sustained or damage done that is related to the use/misuse of equipment or facilities.

Adopted by the Luther Area Public Library board on: November 17, 2011