

# CONFERENCE ROOM POLICY

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LP6 | REVISION 1 | REVISED 07/17/2023

## I. Purpose

- A. The primary purpose of the Conference Room is to provide space for small groups (up to 15 people) and/or individuals to meet and work.
- B. The Conference Room is made available to the public regardless of the beliefs or affiliations of individuals or groups requesting use of the space. Use of the Conference Room does not constitute the Lodi Public Library's endorsement or advocacy of a meeting's content or an individual/group.

## II. Reservations

- A. The room must be reserved by filling out the reservation application available at the library desk. Advance or walk-in reservations are acceptable.
- B. Reservations may be made up to two months in advance.
- C. Responsibility for the room lies with the person who reserves the room. Any damage to the room will be assessed to this person.
- D. The reservation start time is firm. If the patron does not arrive within 15 minutes of the scheduled time or does not contact library staff to notify them of a delay, the room will be made available for other patrons. Regular no-shows may lead to loss of privileges with regard to room reservation.

## III. Rules of Use

- A. The Conference Room is intended for the purposes of quiet study, discussion, and/or small group gatherings.
- B. The preferred time limit for the use of the room is two hours. Other arrangements may be made in consultation with library staff.
- C. The room is available during library hours of operation. Individuals or groups must be out of the room 15 minutes prior to library closing time.
- D. Tables and chairs can be moved and arranged to maximize use of the space. The room must be returned to its original state at the end of the reserved time.

## IV. Hold Harmless Agreement

- A. Users of the Conference Room must abide by the rules stated in this policy, indemnify the Lodi Public Library from any damage caused by the user, and hold the Lodi Public Library, the City of Lodi, and City of Lodi employees free from any liability arising from activities not sponsored by the Library.

## V. Revision History

- A. Policy approved September 16, 2019 (Revision 0)
- B. Policy revised July 17, 2023 (Revision 1)