

# Lodi Public Library

## PROGRAM ROOM POLICY

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### *I. Purpose*

- A. The Program Room is primarily intended for the library's own programs, meetings, workshops, and/or any program in which the library is a cooperating agency.
- B. Non-library affiliated groups are able to use the Program Room at no cost for educational, cultural, informational, or governmental/civic activities.

### *II. Room Accommodations*

- A. The room's maximum capacity is 60 people.
- B. Tables and chairs can be moved and arranged to maximize the use of the space. Any individual or group interested in re-arranging the tables should consult with a staff member to ensure that library property is handled properly.

### *III. Reservations*

- A. The Program Room must be reserved by filling out the reservation application.
- B. All reservations are subject to the director's approval.
- C. The library encourages groups to submit an application at least one week prior to reservation.
- D. Reservations may be made up to two months in advance.
- E. Room reservations should include time for set up and tear down.
- F. Reservations must be made by a responsible member of the organization, someone 18 years or older, who will see that all regulations are followed.
- G. Responsibility for the room lies with the person who reserves the room. Any damage to the space will be assessed to this person.

#### *IV. Rules of Use*

- A. Use of the room should not interfere with the normal functions of the library or use by library patrons.
- B. The Lodi Public Library's Patron Responsibility & Conduct Policy applies to programs or meetings held within the Program Room.
- C. Library staff will have free access to the room at all times. Exceptions may be made at the discretion of the library director or person in charge.
- D. The room should be returned to its original arrangement when the group is finished with the space.
- E. All garbage must be placed in the trash bins.
- F. The room is available during library hours of operation. Groups must be out of the room 15 minutes prior to closing time.
- G. The room is made available to the public regardless of the beliefs or affiliations of individuals or groups requesting its use. Use of the room does not constitute the library's endorsement or advocacy of a meeting's content or an individual/group.

#### *V. Limitations*

- A. Sales, solicitation, and/or promotional meetings by for-profit companies are prohibited. Sales connected to a library program (e.g. an author selling copies of his/her book), Friends of the Lodi Public Library event, or city of Lodi event are allowed at the library's discretion.
- B. Alcoholic beverages are prohibited.
- C. All meetings with people under 18 years old must have an adult supervisor.
- D. Groups should not fasten or hang materials on the walls of the room.
- E. Programs that promote one political candidate or party are prohibited. However, informational programs that present a variety of viewpoints are permitted.

#### *VI. Equipment*

- A. Organizations must provide their own equipment.

### *VII. Cancellation*

- A. The library reserves the right to pre-empt reservations to ensure that library meetings or events can take place.
- B. The library reserves the right to close and cancel use of the room in the event of an emergency or due to weather conditions.

### *VIII. Hold Harmless Agreement*

- A. Users must abide by the rules stated in this policy, indemnify the library from any damaged caused by the user, and hold the Lodi Public Library, the City of Lodi, and City employees, free from any liability.

### *IX. Authority*

- A. In the best interests of the library, the director may authorize requests that don't fall clearly within these guidelines. The decision of the director may be appealed to the Library Board of Directors.

*Adopted 10/21/2019*

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