



LTPL Policy 4.6 | Revised 10/2023

MEETING ROOM/ STUDY ROOM USE

The Lincoln Township Public Library offers free use of meeting rooms for community gatherings, meetings and programs that are consistent with the library's mission. Use of Library meeting rooms by any group signifies acceptance of the terms of this policy.

1. Lincoln Township Public Library's programs and sponsored events have priority in the use of meeting room/study room space. The library reserves the right to reschedule confirmed meeting room/study room reservations to accommodate library-sponsored programs and events. Cancellations by either the group or the Library must be made in a reasonable amount of time.
2. The use of meeting rooms/study rooms is granted on a first-reserved basis to LTPL resident cardholders in good standing. Meeting rooms/study rooms may be reserved with a minimum of 24-hour notice and up to 90 days in advance.
3. If available, meeting rooms/study rooms may also be assigned to walk in requests with or without a library card at the discretion of a library staff person.
4. Meeting rooms/study rooms are reserved in 2 hour increments. Meeting room requests over 2 hours need the approval from a manager or Library Director. Extra study room time can be extended if no one is waiting and per staff discretion.
5. All meetings must be open to the public. Study rooms are for private use.
6. No admission fees may be charged, and no donations of money or other property may be solicited or collected from the audience. In such cases, pre authorization must be granted through the Library Director. No promotions or sales of services, products, merchandise, materials or other items are allowed.
7. Sales of services, products, merchandise, materials or items or solicitations for donations authorized pursuant to a library-sponsored program or event, or on behalf of the Friends of the Lincoln Township Public Library, are permitted.
8. The library is not responsible for theft, loss or damage to property, or injury to persons, resulting from the use of its meeting rooms.
9. Meeting/Study rooms are available during hours when the library is open. Meetings must adjourn 15 minutes before closing time. Prior authorization is required when a meeting is proposed outside library hours. The group requesting the space must agree to all library policies and have Library Director approval.

10. Light refreshments may be served, but groups may not prepare food on library property. All trash resulting from the serving of refreshments must be disposed of in proper bins.
11. Special cleaning or repairs of the facility for any reason is needed, the responsible party indicated on the meeting room application may be charged the cost to clean the room and/or take care of the damage.
12. Smoking, alcoholic beverages, open flames, burning incense, and lit candles are not allowed.
13. In publicizing a meeting to be held in a library meeting/study room, the sponsoring group must be clearly identified. Groups must not imply library sponsorship of their program or organization in their publicity.
14. With prior approval, groups may post signs in library-approved locations.
15. Tables and chairs are available at each location. AV is subject to availability. No other equipment is provided.
16. Meeting rooms/Study rooms must be left clean, in good repair and in the same condition as found. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using the rooms in the future.
17. An adult age 18 or older must reserve a meeting room with a resident LTPL card in good standing. If the room is reserved for those 17 or younger at least one adult age 18 or older must be present when the youth group uses the meeting rooms.
18. Attendance at meetings will be limited to the capacity of the individual meeting/study rooms as listed at the end of this policy. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum occupancy for the room. **Seating and/or supplementary furniture is not allowed in corridors outside the meeting rooms and should not be brought inside the meeting rooms.**
19. Groups must check in at the desk upon arrival and check out upon exit for staff to complete exit checklist.
20. Keep all exits clear at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
21. All groups, clubs, entities or individuals using a library meeting/study room must comply with these rules and with the Standards for Library Behavior. Failure to comply with the rules may lead to immediate termination of the meeting, exclusion of individuals from library premises pursuant to the rules, and/or loss of future meeting/study room use privileges.

Any situation not specifically covered in this statement of policy will be resolved by the Library Director or Library Manager.

The Lincoln Township Public Library is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

Questions not covered in this policy should be addressed to Library Administration, 269-429-9575.

Meeting Rooms	Room Capacity	Equipment	Limited Kitchen Facilities
Lawrence Room	10 Tables with 40 chairs or 80 chairs with no tables.	Projector Screen, 52" TV (HDMI), Projector on Request	Yes; Sink, counters, refrigerator.
Quiet Reading Room A	4 tables with 16 chairs	On Request: Rolling TV, dry erase board	N/A
Quiet Reading Room B	4 tables with 16 chairs	On Request: Rolling TV, dry erase board	N/A
Quiet Reading Room All	8 tables with 32 chairs	On Request: Rolling TV, dry erase board	N/A
Community Room	8 tables with 32 chairs	65" TV (Wireless Connection/HDMI)	N/A
Study Room 1	6	Dry Erase Board	N/A
Study Room 2	8	Dry Erase Board	N/A