

# Louisville Public Library

## Meeting Room Policy

Revised and re-adopted by the Louisville Public Library Board of Trustees,  
January 17, 2019.

### PURPOSE

The Louisville Public Library has two meeting rooms available. When not previously booked by a Library or other City-government group, the room is available for meetings or public programs sponsored by:

1. Organized, non-profit groups which offer philanthropic, educational, or cultural programs to the community;
2. For-profit businesses located in Louisville or Superior.

The rooms are not intended to serve as a permanent or regular public meeting location except for Library and other City-government groups.

### ADMINISTRATIVE POLICY

#### Reserving a Room

- Reservations are on a first-come, first-served basis.
- An application is required for each scheduled meeting; staff will review the application, determine eligibility and approval, and confirm the availability of a meeting room.
- Applications must be signed and returned before the scheduled meeting is held.
- The applicant representing the group using the room accepts personal responsibility for damage or loss to Library equipment and furnishings and must be in attendance at the scheduled meeting.
- The Library reserves the right to cancel the use of a meeting room at any time; in the event of a scheduling conflict, every attempt will be made to reschedule a group's event.
- In the event of cancellation, the applicant is required to give at least 48 hours' notice. Permission to use a meeting room does not constitute an endorsement by the Library of the group's beliefs.

#### Room Reservation Fee

##### Non-profit Groups

- Use of meeting rooms is free for organized non-profits located in Louisville and Superior.
- For all other non-profits, a fee of \$25 per hour—or portion thereof—will apply.

##### For-profit Groups

- Use of meeting rooms is reserved for businesses located in Louisville and Superior.
- A fee of \$45 per hour—or portion thereof—will apply.

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### All Users

- The total fee is to be paid by cash, check, or credit card (Visa, Master Card, American Express, and Discover) at time of check-in for the meeting.
- If a group occupies a meeting room beyond their stated time, additional payment will be required.
- Future meeting room use will be denied until all fees are paid and current.

### Conditions of Meeting Room Use

1. A reservation may be made no more than 60 days in advance and a group is limited to one meeting in a 30-day period. Maximum reservation time is limited to four hours.
2. Meeting rooms may not be reserved by or for a single individual; the meetings rooms are available for use by organized non-profit groups or local for-profit businesses.
3. No parties/celebrations may be held in the meeting rooms, including but not limited to birthdays, weddings, memorial services, award ceremonies, graduation or retirement parties and the like.
4. The rooms cannot be used for events where admission is charged, or for marketing or selling of goods or services for profit.
5. The meeting must be open to Library staff at all times.
6. Non-City government groups are required to check in at either the first-floor Circulation Desk (for Meeting Room use) or the second-floor Information Desk (for Board Room use) prior to the start of their meeting.
7. The meeting rooms can be used for any Library sponsored events.
8. Group members will not be allowed in the Library prior to opening and must leave by the times stated below.

The meeting rooms are available:

DAY	TIMES
Monday-Thursday	10:00 AM to 7:30 PM
Friday & Saturday	10:00 AM to 5:30 PM
Sunday	1:00 PM to 4:30 PM

9. The first-floor meeting room chairs and tables are set in a default setting (see posted diagram). If furniture is rearranged, the group is required to return it to its default setting when the meeting is over. All trash must be placed in the appropriate wastebasket/recycling/composting container. Whiteboards must be erased and cleaned; whiteboard cleaner and paper towels are available in the meeting rooms.

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10. Requests to use the Library audiovisual (A/V) equipment must be arranged by calling 303-335-4815 at least 72 hours prior to the meeting, or at the time of application, whichever is sooner. An agreed-upon time will be arranged to familiarize the responsible party with the A/V equipment (e.g., laptop hookup, LCD projector, control panel touch screen).
11. Catered box lunches may be served in the meeting rooms. Light refreshments (beverages and snacks) may be served. All food and drink must be kept within the meeting room. If furnishings or equipment are damaged, repair or replacement will be determined by the Library Director, and the responsible group will be billed for repair or replacement. If excessive cleaning is required by the Library's custodial service, the group will be billed for that excessive cleaning.
12. The Library will not store items for groups and will not be held responsible for items left behind.
13. Notices posted in the Library or submitted to the media announcing the meeting must first be approved by the Support Services Coordinator, which review is limited to determining whether the notice is consistent with the approved application and Library meeting room policies.
14. No open flames or knives or other sharp objects (other than scissors and ordinary kitchen utensils) shall be used in the meeting rooms at any time.
15. Under City ordinance, smoking is not allowed in the building or within 15 feet of the building.
16. The fire code limits occupancy to 70 people in the 1st-floor room (Meeting Room) and 30 people in the 2nd-floor room (Board Room).
17. Children must be supervised by responsible adults at all times.
18. Applicant must sign in and sign out at the designated information desk (first floor for the Meeting Room, second floor for the Board Room).
19. The Library Code of Conduct applies to all persons and groups using any meeting room.
20. Failure to meet the conditions or observe these policies is grounds for denial of future meeting room use. Prior notice of any group's failure to adhere to meeting room policies is not required. Denial of meeting room use is at the discretion of the Library Director.