

Lewistown Public Library



Public Meeting Room Policy

The Lewistown Public Library is a community gathering place for the sharing of ideas and information, of an educational, cultural or civic nature. The meeting room is available for library and general public use. The Library supports the right to assemble and the free discussion of ideas. Use of meeting space does not imply endorsement or support by the Library for a group's activities or beliefs. The Director or the Lewistown Library Board of Trustees reserves the right to approve or disapprove the use of meeting space.

Availability:

The Lewistown Public Library retains first priority for the use of the meeting room. The meeting room may be reserved on a first-come, first-served basis by making a reservation and completing the Meeting Room Use Application for each meeting. A projector, laptop and screen are available for use and can be reserved.

Meetings are permitted on days the Library is open to the public; Tuesday – Saturday, excluding federal holidays and closures. Meetings may go beyond the Library's closing time if the meeting representative arrives at the Library prior to closing. Special arrangements may be made at the Director's discretion.

Terms:

A group representative is responsible to complete, submit and receive approval from Library staff for each meeting room use request. Approval is required the minimum of 48 hours in advance of reservation. Groups are required to check in at the front desk and receive the Meeting Room Checklist from staff. Upon check in, a new Meeting Room Use Application can be completed for next desired meeting reservation (if needed). As a courtesy, groups need to contact the library if a reservation is canceled.

The group is responsible to follow procedures to reserve the space, read the Meeting Room Policy and sign to acknowledge on the Meeting Room Use Application that the terms are understood.

Community Use:

Groups may charge a reasonable fee to cover the cost of materials, handouts, craft making supplies, refreshments, etc. Groups may not charge admission or use the space for profit. Any publicity distributed by the individual or group must include a brief statement of sponsorship to clarify who is responsible for the meeting. For example, “This program is sponsored by the Friends of the Lewistown Public Library.”

The group representative will ensure the room is left as it was found. The Lewistown Public Library will not be held liable for any damage, loss or bodily injury occurring to persons or property affiliated with the scheduled meeting; nor is the Library responsible for loss of items left on the premises. Please refer to the Meeting Room Checklist for proper procedures to close up the room.

The room’s legal capacity is 62 persons.

Library Use:

Library sponsored programs and Library use of the meeting room has scheduling priority.

“Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by the participants, any more than the purchase of materials for the library collections constitutes an endorsement of the contents of the material or the views of its creator. Library staff selects topics, speakers and resource materials for library-initiated programs based on the interests and information needs of the community. Topics, speakers and resource materials are not excluded from library initiated programs because of possible controversy. Concerns, questions or complaints about library-initiated programs are handled according to the same written policy and procedures which govern reconsiderations of other library resources.” ***Library-Initiated Programs as a Resource: An Interpretation of the Library Bill of Rights (American Library Association).***

Adopted by the Lewistown Public Library Board of Trustees December 2017