



Community Room Policy & Application



Before we proceed, let's make sure this is the right room for your meeting.

1. The Community Room is for groups larger than 10+.

2. The Community Room is intended solely for organizational and business meetings, not for social-commercial events.

3. The cardholder renting the room must be present at the meeting(s).

4. Applications for the use of the room must be submitted at least 2 weeks in advance, but no more than 3 months in advance.

Community Room Policy

Lansing Library makes the Calvin G. Frank Community Room (capacity of 54 persons) available to Lansing residents on a limited basis for educational, cultural, or general self-improvement programs. Use of the room does not constitute library endorsement of viewpoints expressed by the participants of any program. No advertisement or announcement implying such an endorsement will be permitted.

- Applications for the use of the Community Room at the Lansing Public Library must be made by an adult (18 years or older) who has a valid Lansing Public Library card, that is in good standing.
- The applicant must be present for the entire meeting.
- The applicant is financially responsible for any damage to library property.
- Applications for the use of a room must be submitted at least two weeks in advance, but no more than 3 months in advance.
- Groups must be larger than 10 people to reserve a room.
- There can be no collection of fees or fundraising activities in any meeting at the library unless all proceeds are to be donated to the library.
- Equipment must be requested at the time of the meeting room application.
- Staff will set up for technology requests and provide basic instructions, but will not stay for the meeting.
- Meeting rooms are available during library open hours only and must be vacated 15 minutes before the library closes.
- All groups must clean up after their meetings. Groups doing crafts must supply and use leak-proof (plastic or oil-cloth) table coverings. The floor must be cleaned and the tables washed.
- All meetings must be open to the public. Groups may not deny access on the basis of race, religion, physical or mental disability.
- All users are responsible for complying with the Americans with Disabilities Act, which requires that a meeting or materials at a meeting be provided in an accessible format in response to a request.
- The library does not provide storage space.
- The number of attendants cannot exceed the room capacity.
- The room cannot be used for any social or commercial functions.
- Groups using the library for meeting purposes may not use the name, address, or phone number of the Lansing Public Library as the location of their headquarters.
- Meetings involving the use of hazardous materials, weapons, or open flame are not permitted.

- Staff cannot take care of young children of those attending a meeting, program, or event. The attendees will follow the library's Safe Child Policy.
- Light refreshments and drinks in bottles or cans will be allowed. No food may be prepared at the library. The use of electric warming trays, crock pots, or chafing dishes is not allowed. The group must provide all equipment, utensils, and serving items. No alcohol is allowed.
- No group can book consecutive Saturdays.
- No group can book the room more than twice a month
- No group can book the room for more than two consecutive days.
- Any meeting that interferes with library functions or users because of noise or other factors will be stopped, and participants will have to leave the building.
- The Library reserves the right to change or cancel meeting room reservations.
- Library-sponsored programming has first priority in community room scheduling.
- Meeting room users agree to indemnify and hold harmless the Lansing Public Library, the Board of Trustees, all library staff, and the Village of Lansing for any and all accidents that may occur on library premises.

The application for the meeting room is available on the Lansing Public Library's website, www.lansingpl.org. All applications should be addressed to the Outreach Coordinator. Application requests are approved or disapproved by the Library Director. All applications are approved on a first-come, first-served basis.

Failure to Comply:

Individuals or groups presenting and attending meetings, programs, and events are subject to all library policies, rules, and regulations. Failure to comply with any library policies, rules, and regulations will be grounds for suspension of meeting room privileges. Individuals or groups will receive one warning. A second occurrence will result in a one-year suspension of meeting room privileges.

I have read the Lansing Library Meeting Room Policy and agree to comply with it and to assume full legal responsibility as provided by it.

Signature:

Date:

Application For Use Of The Community Room

Name of Organization:

Purpose of Meeting:

Dates of Meeting:

Starting Time:

Ending Time:

Approximate Number Attending: Adults:

Children:

INDEMNIFICATION: For and in consideration of the use of the community room and library facilities any person or group using same hereby agrees to indemnify and hold the Lansing Public Library and the Village of Lansing harmless from any and all causes of action, suits, judgments, or settlement relating to its use of such room and facilities. Further, such person or group agrees to indemnify the Library and the Village for any and all costs for repair of any and all damages as may be caused directly or indirectly to the room and/or facilities by such use thereof. COMPLIANCE WITH THE ADA (Americans With Disabilities Act): The person signing this application will be held responsible for insuring that any oral or written promotions of the above meeting will include a special "accommodations for the disabled" phrase such as, "individuals with disabilities who plan to attend this program and who require special accommodations in order to observe and/or participate in the program are requested to contact (name and telephone number) at least 10 (ten) days prior to the program so that reasonable accommodation can be made for them."

Full Name:

Library Card Number:

Email:

Phone Number:

Signature:

Plan on Bringing Food/Drinks?

YES

NO

Technology Needs?

Laptop

Podium

TV

For Staff Only

Director's Approval

Signature:

Date: