

Lawton Public Library MEETING ROOM POLICY

The Lawton Public Library provides meeting rooms for library-related programs. When not in use by the library, the meeting rooms are available to groups under this policy as approved by the Lawton Public Library Board. Use of the meeting rooms may not interfere with the normal operation of the library.

Use of Rooms

Meeting rooms may be used for meetings or events:

- which are open to the public,
- which are free to attend and allow the full participation of all those present, and
- where there is no selling or solicitation of goods and/or services.

In permitting the use of library meeting rooms, the Lawton Public Library, its Board, and the City of Lawton do not advocate or endorse the viewpoints expressed by any groups using the facilities.

All promotional material regarding events or meetings must carry the name and phone number of the sponsoring organization. The library cannot be identified as a sponsor, nor may the library's telephone number be used as a point of contact for the organization.

Reservations

- There is a maximum of one (1) meeting per week by any one organization.
- Only two (2) upcoming meetings can be reserved at any time.
- Reservations may be made up to sixty (60) days in advance.
- No same day requests are allowed.
- Requests are not considered booked until approved by library staff.

Meeting requests are initiated on the library's website: <https://lawtonpubliclibrary.skedda.com/>

Cancellations

Excessive no-shows or cancellations may result in further requests by an organization to be declined. Meetings are considered no-show if the meeting room is not occupied within thirty (30) minutes of the reservation. If necessary, the library reserves the right to change or cancel reservations.

Hours/Charges

Rooms are available without charge during regular library hours and must be vacated thirty (30) minutes before closing time. Set-up and clean-up times must be included in the reserved time.

Adjournment

Library staff must be notified when meetings are adjourned.

Room Set-Up

All groups are responsible for setting up the rooms and leaving the rooms clean and in an orderly manner. The library does not have personnel to set up tables, chairs, etc. It is the responsibility of each group to put

the tables & chairs away after the use of the meeting rooms. All trash is to be placed in designated trash receptacles. City janitorial employees will empty trash receptacles.

Equipment

Groups should expect to provide their own equipment unless previously arranged with the library. Use of library equipment is subject to availability and is not guaranteed.

Conduct

Groups are responsible for conducting their programs in an orderly fashion, for keeping noise to a reasonable level, and for safe-guarding any City/Library property used in the meetings.

Organizations which fail to observe the general requirements and responsibilities for the use of the meeting room facilities may be suspended for a period of time designated by the Library Director, and are subject to liability for damages, as set forth herein.

Refreshments

Food is allowed in the meeting rooms. It is the responsibility of the group to provide plates, cups, napkins, utensils, coffee pots, coffee, etc. Alcoholic beverages, drinks that leave stains, glitter, oil fryers, and open flames are not permitted.

Liability

The City of Lawton does not assume any liability for groups or individuals attending meetings in the library, nor for equipment, supplies, materials or any personal possessions owned by them. Groups using the facilities acknowledge and agree they are liable for any damage to City/Library equipment or to the rooms caused by misuse, carelessness or other such acts or omissions.

Groups hosting the meetings are responsible for staying within the posted capacity of the room(s).

All children in the rooms must be under close adult supervision.

Exceptions

Exceptions to this policy may be made by the Library Director, in a non-discriminatory manner when determined to be in the public interest.

Copies of Policy

A copy of this policy shall be provided to each group using the meeting rooms, as authorized by this policy.

Library Board Approved: 8/4/21