



Meeting Room Use Policy

Adopted May 24, 2022

Revised July 22, 2025

Meeting rooms are used primarily to support programs and functions which fulfill the mission and further the goals of the Lawrenceburg Public Library District (LPLD). When rooms are not in use by LPLD, these spaces are available to the following groups:

- Established nonprofit organizations located within the Library District
- Governmental units located within the Library District
- Businesses located within the Library District engaged in employee or organizational activities
- LPLD card holders
- Other entities and uses may be considered when requested, based on availability of space

In accordance with the American Library Association's Library Bill of Rights, use of the meeting rooms is not based on subject matter or content of the meeting, nor on the beliefs or affiliations of a meeting's sponsor.

The purpose of this policy is to maximize use of the meeting rooms, ensure equal access to eligible groups, and to provide for orderly scheduling of the meeting rooms.

Use of the meeting rooms will be governed by the following:

Scheduling

- Meetings will be scheduled on a first come, first served basis.
- Meeting rooms may be scheduled no more than three (3) months in advance.
- LPLD sponsored activities and programs will take precedence when scheduling rooms.
 - In the event of any conflict in the schedule, LPLD will notify those affected and, if possible, attempt to find a suitable replacement space.
- To schedule a meeting room, groups must agree to observe the LPLD Meeting Room Use Policy.
- Groups may reserve a room up to six (6) times per month. Groups may request permission from LPLD for further meetings.
- Groups are asked to use the smallest space appropriate for the number of people in attendance, and may be asked to move to a smaller room if necessary

Use of a meeting room is free of charge. However, LPLD reserves the right to charge for cleaning expenses and/or damages to the room if deemed necessary following any group's use.

Groups using a meeting room may not charge admission fees. Any group seeking to charge admission must submit a request in writing to the Library Director in advance.

Responsibilities of Room Users

Groups using meeting rooms are required to return the room to the standard arrangement as posted in each room. Room, furniture, and equipment must be cleaned and in good condition prior to the agreed upon departure time.

Use of LPLD's equipment should be requested at least 24 hours in advance and confirmed the day prior to the reservation. Requests made within 24 hours before a meeting may not be able to be fulfilled.

Groups using the kitchenette must supply their own consumables. Library utensils and dishes need to be washed, dried, and returned to cabinets.

Any group needing to cancel a meeting room reservation must notify the library as soon as possible. Any group that "no-shows" three (3) consecutive meetings without notifying LPLD will have all existing future reservations automatically cancelled. If a group does not arrive within thirty (30) minutes of the scheduled meeting start time, this will be considered a "no-show" and the room will be forfeited and made available for other reservations.

Hours of Use

Meeting rooms are available during library operating hours. Any group using a meeting room with a direct exit to the outside may continue their meeting for a maximum of two (2) hours past the scheduled closing time of the library provided closing procedures are followed. Groups using interior meeting rooms with no direct exit to the outside must conclude their meeting prior to the scheduled closing time of the library.

Limitations

Selling, soliciting, or taking orders is not permitted in any meeting room, except for authors engaged in book signings, artists performing or exhibiting in the rooms, and the Friends of the Library.

LPLD staff may be present at any time during a meeting.

Parties, which include but are not limited to birthdays, weddings, graduations, and anniversaries, are not permitted in LPLD meeting rooms.

No alcohol may be served without written permission by the LPLD Board of Trustees.

No candles and/or open flames may be used in LPLD meeting rooms without permission from the Library Director.

Groups failing to comply with any part of this policy, other established policies and procedures of LPLD, or with reasonable requests made by library staff may be denied future use of meeting room spaces.

Use of a meeting room does not imply endorsement, support, or sponsorship of the activity that takes place in a room, nor of the beliefs of the group using the room by LPLD. Groups or individuals using the room may not imply that LPLD endorses the event unless the event is co-sponsored.

Study/Quiet Rooms

- Study/Quiet rooms are available for up to four (4) people and may be used for up to two (2) hours. Extensions may be approved if there are no conflicting reservations. No equipment is provided in Study/Quiet rooms.

Meeting Room Capacities and Amenities

Room	# Seats In Standard Arrangement	Room Capacity (Seated)	Kitchenette
Ewbank (LPL)	44	237	Y
Depot (LPL)	12	49	Y
Dunevant 1 (NDB)	8	20	Y
Dunevant 2 (NDB)	12	30	N
Dunevant Combined (NDB)	20	50	Y
Mezzanine (LPL)	10	10	N