

Meeting Room Policy

Lansing Library makes the Calvin G. Frank Community Room (capacity 120 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 meeting rooms at the Lansing Public Library must be made by an adult (18 years or older) who has a valid Lansing Public Library card.
- The applicant must be present for the entire meeting.
- The applicant is financially responsible for any damage to library property.
- Applications for 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 other 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.
- Outside groups may not bring in their own equipment and use the library's network.
- Meeting rooms are available during library open hours only, and must be vacated 30 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. All floor must be cleaned and 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 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 staff will follow the library's Safe Child Policy.
- No group can book consecutive Saturdays.
- 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.

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 Adult Services department, and all application requests are approved or disapproved by the Library Director. All applications are approved on a first come first serve 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.