

Library Meeting Room Policy

The purpose of the Lawrence Public Library is to provide residents with free access to a broad variety of material resources and to respond to informational, civic and recreational needs. The Library's meeting rooms provide an opportunity for bringing together the resources of the Library and the activities of the community. Individuals and community groups whose purposes are non-profit, civic, cultural or educational are encouraged to use the Library's meeting rooms.

Reserving a Meeting Room

The meeting room application should be submitted at least two weeks in advance of the planned activity and must be signed by the person authorized by the group to be responsible for their use of the room. **Reservations will not be finalized until the application is received, approved and confirmed via an email from the Library Administration to the requestor.**

If your meeting will begin or end outside of regular library hours, a fee of \$35 per hour is charged to cover the expense of keeping the building open for extended hours. Payment can be made by cash, credit card, or check payable to City of Lawrence, with memo Meeting Room Reservation. The library does not charge for use of the meeting rooms during normal operating hours, however, donations are always welcome and appreciated.

Audio visual equipment, tables, or chairs needed in conjunction with a meeting should be requested at the time the reservation is made. We currently have 5 folding tables and 80 chairs.

Meeting Room Rules

- Users of the meeting rooms must get prior approval to bring food or beverages into the meeting rooms and must comply with the Food and Beverage Policy (policies found on our website). There is NO food permitted in the 2nd floor POD.
- Sponsors of community events must provide marketing materials to the library prior to the event.
- Users of the meeting rooms may not charge admission to events held at the library. If items are offered for sale, a donation to the Library Programs Account in the amount of 10% of sales is required.
- If the library administration advises the presence of a police officer, the group using the meeting room will hire one at its own expense.
- Groups are responsible for notifying the Library of cancellation of a meeting in addition to notifying group members and/or audience. Cancellation must be done at least one day ahead of event. Failure to do so will result in a booking fee of one hour.
- The Library will attempt to reach the contact person for the group if the Library must close for an emergency or if the meeting room space needs to be reserved for a Library program. **Library programs take precedence over other meeting room activities.**
- Attendance at events will be limited to the posted capacity of the individual meeting room.
- Users of the meeting rooms will be responsible for setting up the room according to their own needs. We suggest you reserve 30 minutes before the event as well as 30 minutes after, allocating enough time for set up and clean up.
- The responsible party will be mailed an invoice for any damages to library facilities/equipment or for failure to return the room to the order in which it was found.
- Audiovisual equipment must be checked out with library staff prior to use and checked in at the end of the meeting or event.

Lawrence Public Library Meeting Room Application

revised 01/2022

Date of Application: _____

Individual/Organization Reserving Room: _____

Contact information

Address: _____

Telephone: _____ Email: _____

Date(s) Requested: _____

(list all dates)

Time: From _____ To _____

(include setup and breakdown times)

<p>Purpose of Reservation:</p> <p><input type="checkbox"/> Private study/meeting/ workshop/class</p> <p><input type="checkbox"/> Community program</p> <p>Description:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Expected Attendance:</p> <p>_____</p>	<p>Library Equipment Requested:</p> <p><input type="checkbox"/> Microphone Quantity: ____</p> <p><input type="checkbox"/> Podium</p> <p><input type="checkbox"/> Projector</p> <p><input type="checkbox"/> Speaker</p> <p><input type="checkbox"/> 6 Tables Quantity needed: ____</p> <p><input type="checkbox"/> 80 Chairs Quantity needed: ____</p>	<p>Refreshment Request:</p> <p>I would like permission to bring in</p> <p><input type="checkbox"/> Food</p> <p><input type="checkbox"/> Beverages</p> <p>Description:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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I have read and will comply with the Library Meeting Room Policy.

Printed Name: _____

Signature of Applicant: _____

<p>Submit Completed Application by:</p> <p><i>Mail or in Person</i></p> <p>Lawrence Public Library Att: Meeting Room Reservations 51 Lawrence Street Lawrence, MA 01841</p> <p><i>Fax to 978-722-9540, or email to jperreaux@cityoflawrence.com Call 978-620-3603 for more information.</i></p> <p>Checks can be made payable to City of Lawrence with memo: Library Meeting Room Reservation.</p>	<p>For Administrative Use Only:</p> <p>Date Received: _____</p> <p>Approved by: _____</p> <p>Fee for Extended Hours: _____</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p>
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- This application has been approved. If extended hours were requested, send payment to the address above.
- This application has been denied. For further information, call 978-620-3603.