

# Lincoln Parish Library Room Policy

*Policy Approved by the Library Board of Control. 12/20/05*

## Purpose/Types of Use

- ❖ To provide comfortable meeting rooms with modern communication technology for community groups, organizations, and regularly scheduled library programs.
- ❖ For educational, cultural and intellectual activities consistent with the Library's purpose.
- ❖ Any special use of the Library Facilities must be approved by the Library Director and the Library Board of Control, Chairman.
- ❖ Meetings which produce income/profit, or are intended to raise funds for a person or organization, may not be held on Library property.
- ❖ Meetings of a religious or political nature may not be held on library property.
- ❖ Disruptive activities are prohibited.

## Rooms Types for Usage

- ❖ **Lincoln Community Room** (LIGHT REFRESHMENTS ONLY)
  - Auditorium seating for 98 or Classroom seating for 64
  - PowerPoint capability
  - A tackable wall
  - Sound system
  - Kitchen prep area
- ❖ **Vienna Conference Room** (NO FOOD or DRINK ALLOWED)
  - Conference room seating for 14
  - Dry erase board
- ❖ **Sibley Conference Room** provides (NO FOOD or DRINK ALLOWED)
  - Conference room seating for 10
  - Dry erase board
- ❖ **Hico Conference Room** provides (NO FOOD or DRINK ALLOWED)
  - Conference room seating for 4
  - Dry erase board

## Guidelines for Usage

- ❖ The room reservation form must be on file in the Library Events Center Coordinator's Office no less than 72 hours prior to the scheduled date and time of a meeting.
- ❖ The rooms will not be considered "reserved" until this form is approved and on file.
- ❖ Only adults may reserve a room. If teenagers or children are to be present, an adult, must be responsible, in charge of, and present during the entire meeting.
- ❖ An officer or otherwise responsible member of the group/organization must complete the reservation form.
- ❖ The person completing the reservation form is responsible for their presence at, and the conduct of, the meeting; adherence to Library policies; and payment to the library for any damages to the facilities or equipment that are caused by the group or organization, or its guests
- ❖ No single group/organization may dominate any room. Therefore a group may reserve a room for four (4) months in advance only.
- ❖ It should be noted that Library programs shall take precedence over any community group or organization. A group already scheduled may be asked to change their date or location in favor of Library programming.
- ❖ Permitting use of these rooms in no way signifies Library sponsorship or endorsement of the user or the opinions and/or beliefs of an organization or group.
- ❖ The Library is not responsible for lost, stolen or damaged articles, equipment malfunctions, power failures and other such problems.

## Group/Organization Responsibility

- ❖ Set-up for the Lincoln Community room is the responsibility of the group or organization holding the meeting. If using the kitchen, leaving clean and orderly.
- ❖ Items may be attached to only "tackable" walls located in the Lincoln Community Room. These may be attached by masking tape, tacks, or push pins only.
- ❖ The group or organization using the room/s is responsible for replacing the furniture in its original position/location.
- ❖ Tables and/or extra chairs may not be moved in the Vienna, Sibley or Hico rooms.
- ❖ All charts, papers, books, computers, or other items used during a meeting must be removed before vacating the room.

**Please keep this page as a reminder of the guidelines to follow.**

If you have any questions concerning a room reservation or cancellations, please contact the Library Events Center Coordinator @ 318-513-5509 or by email [kpatrick@myLpL.org](mailto:kpatrick@myLpL.org)

# Lincoln Parish Library Room Reservation

Applicant Must Be 18 or Older

I certify that the nature of the organization or group at the meeting scheduled is not in conflict with the stated policies and that the "Lincoln Parish Library Room Policy" is understood and will be followed.

Person of Responsibility \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone ( ) \_\_\_\_\_ - \_\_\_\_\_ Alternate ( ) \_\_\_\_\_ - \_\_\_\_\_

Organization \_\_\_\_\_

Event/Meeting Name \_\_\_\_\_

Type of Organization (Check One)

Cultural \_\_\_\_\_ Fraternal \_\_\_\_\_ Educational \_\_\_\_\_ Horticultural \_\_\_\_\_ Historical \_\_\_\_\_  
Hobby \_\_\_\_\_ Altruistic \_\_\_\_\_ Professional \_\_\_\_\_ Other \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Date of Meeting \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
May reserve no more than (4) months in advance.

Room usage time (including set-up/take-down) \_\_\_\_\_ Approximate number of attendees \_\_\_\_\_

Actual time/End time of meeting \_\_\_\_\_ - \_\_\_\_\_ Will you have food or drinks? \_\_\_\_\_

## Please select your room choice below:

\_\_\_\_\_ **Lincoln Community Room Only:** AV/Media Equipment Needed  
VCR/DVD player \_\_\_\_\_ Screen/Projector \_\_\_\_\_ Handheld microphone \_\_\_\_\_  
Easel/Dry Erase Board \_\_\_\_\_ Will you bring your own laptop \_\_\_\_\_

\_\_\_\_\_ **Vienna Conference Room-** (seating for 14) No food/drinks allowed

\_\_\_\_\_ **Sibley Conference Room-** (seating for 10) No food/drinks allowed

\_\_\_\_\_ **Hico Conference Room-** (seating for 4) No food/ drinks allowed

## LINCOLN PARISH LIBRARY ROOM INDEMNITY CLAUSE

The applicant and the organization identified below (hereinafter called Users) hereby agree to indemnify and hold harmless the Lincoln Parish Police Jury, the Lincoln Parish Library Board of Control, and the employees of the Lincoln Parish Library from and against all claims, demands, causes of action, lawsuits, and any liability (including all costs, expenses, and attorney's fees) incurred by the Users in the defense of any cause of action brought against the Users collectively and/or separately on account of any obligation on which the Users are bound for hereunder (for personal injury, death, or property damage including personal injury to or death to the Users' personnel and property damage to the Users' equipment) including any causes of action which result from the negligence of the Users, their agents, and/or employees and/or defects in equipment belonging to or used by Users for the benefit of the Users which might arise out of or in connection with the service and/or courtesies rendered by the Users herein including but not limited to personal injury, death, or property damage to any third parties whatsoever or to any agents, employees or assignees of the said Users herein. This agreement remains binding until and unless it is revoked by both parties hereto and remains in effect for operations that may, from time to time, take place after the execution of same.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date