

Lincoln Parish Library Room Policy

Policy Approved by the Library Board of Control, 08/17/2022

Purpose/Types of Use

- ❖ To provide comfortable meeting rooms 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.
- ❖ Meetings which produce income/profit or are intended to raise funds for a person or organization may not be held in rooms governed by this policy.
- ❖ Meetings of a religious nature may not be held in rooms governed by this policy.
- ❖ Unless instigated by Library governing authorities, meetings of a political nature may not be held in rooms governed by this policy.
- ❖ Disruptive activities are prohibited.

Rooms Types for Usage

- ❖ **Jack Beard Community Room** (LIGHT REFERESHMENTS ONLY)
 - Auditorium seating for 98 or Classroom seating for 64
 - PowerPoint capability
 - A tackable wall
 - Sound system
 - Kitchen prep area
- ❖ **George Burnside Conference Room** (LIGHT REFERESHMENTS ONLY)
 - Conference table seating for 10
 - Additional seating up to 15 along room walls
 - Access to a kitchen prep area
- ❖ **Vienna Conference Room** (NO FOOD or DRINK ALLOWED)
 - Conference table seating for 14
 - Dry erase board
- ❖ **Sibley Conference Room** (NO FOOD or DRINK ALLOWED)
 - Conference table seating for 10
 - Dry erase board
- ❖ **Hico Conference Room** (NO FOOD or DRINK ALLOWED)
 - Conference table seating for 4
 - Dry erase board

Guidelines for Usage

- ❖ The room reservation form must be on file in the Library Events Center Coordinator's or Director's Office no less than 24 hours prior to the scheduled date and time of a meeting.
- ❖ A room 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.

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- ❖ An officer or other 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 only four (4) months in advance. The Events Center Coordinator or Director may approve additional months on a case-by-case basis.
- ❖ 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.
- ❖ The Jack Beard Community Room may be accessed at 8:00 a.m. Mondays through Saturdays. All other room reservations can start no earlier than the opening time of the Library.
- ❖ All rooms must be vacated before closing.

Group/Organization Responsibility

- ❖ Set-up for the Jack Beard Community Room is the responsibility of the group or organization holding the meeting. If using the kitchen, it should be left clean and orderly.
- ❖ Items may be attached only to “tackable” walls located in the Jack Beard Community Room. These may be attached by masking tape, tacks, or push pins only.
- ❖ The group or organization using any room is responsible for replacing the furniture in its original position/location.
- ❖ Tables and/or extra chairs may not be moved into any of the rooms without permission of the Library Events Center Coordinator or Director.
- ❖ 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. Failure to follow guidelines or responsibilities listed above may result in an individual or group not being allowed to use Library meeting spaces in the future.

If you have any questions concerning a room reservation or cancellation, please contact the Library Events Center Coordinator by phone at 318-513-5509 or by email at events@mylpl.org. Additional assistance is available from the Director by phone at 318-513-5508 or by email at director@mylpl.org.

Lincoln Parish Library Room Reservation

Applicant Must Be 18 or Older

As the applicant listed below, I certify that the nature of the organization or group at the meeting scheduled below is not in conflict with the "Lincoln Parish Library Room Policy." Additionally, I am responsible that policy guidelines are followed by all meeting attendees.

Person of Responsibility _____ Date _____

Address _____

Telephone () _____ - _____ Alternate Phone () _____ - _____

Organization _____

Event/Meeting Name _____

Type of Organization (Check One)

Cultural _____ Fraternal _____ Educational _____ Horticultural _____

Historical _____ Hobby _____ Altruistic _____ Professional _____

Other _____

Purpose of Meeting (required) _____

Date(s) of Meeting (May reserve no more than (4) months in advance.)

_____/_____/_____/_____

Room usage time (including set-up/take-down) _____ to _____

Actual time/End time of meeting _____ to _____

Approximate number of attendees _____ Will you have food or drinks? _____

Please select your room choice on the back of this form.

_____ **Jack Beard Community Room** (seating up to 98; light refreshments allowed)

AV/Media Equipment Needed:

VCR/DVD player _____ Screen/Projector _____ Handheld microphone _____

Easel/Dry Erase Board _____ Will you bring your own laptop? _____

_____ **George Burnside Conference Room** (seating for 10-25; light refreshments allowed)

_____ **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