

## Private Use of Space Policy

### Purpose

The purpose of this policy is to make clear the rights, privileges, and responsibilities incumbent upon the private use of the Library's public meeting, study, and events spaces and to establish a fee for usage designed to recoup expenses incurred through private use.

### Policy Statement

When not needed for Library or City of Lafayette Government purposes, the Library Event and Meeting Spaces and Study Rooms are open to individuals and organizations engaged in educational, cultural, intellectual, recreational, charitable, or commercial activities when such use does not interfere with Library-sponsored programs and services. Protocols for space access and details about space furnishings, technology or other amenities may be found on the Library website.

The Library will not discriminate in making its premises available for use based on disability, race, creed, color, sex, sexual orientation, gender, marital status, family status, religion, political affiliation, national origin, or ancestry.

The Library has priority use of Library facilities and meeting rooms. The Library reserves the right to preempt any scheduled meetings for Library or City of Lafayette Government purposes. The Library reserves the right of staff to be present for any meeting or event to ensure that activities are compliant with this or other Library policies. The Library does not extend any special privileges to the private organizations to which staff or elected or appointed officials belong. Occupancy limits will be enforced.

### Study Rooms

Study rooms are available free of charge for small meetings and individual or small group study. Study Rooms A and B (maximum capacity: 3), and the Group Study Room (maximum capacity: 6) may be booked up to 14 days in advance, for up to two hours per day, twice per week.

### Event Spaces

Spaces may be rented for a fee. Spaces may be reserved up to 90 days in advance of the event or meeting date, for up to 12 dates per calendar year.

- The Conference Room (maximum capacity: 36 standing, or 12 seated) may be used for meetings, classes, or similar purposes.
- The Meeting Room (maximum capacity: 136) may be used for larger activities including private events.

## Other Spaces

The Learning Lab, Studio 775 Makerspace, and Lower-Level Flex Space may only be used for Library or City of Lafayette Government sponsored purposes.

## Costs and Damages

The Library reserves the right to collect payment for costs incurred through use of its facilities and meeting rooms. The Library may also collect payment if users cause damage to its facilities and meeting rooms.

## Fees

The room reservation fee schedule is reviewed annually by the Library Board. The Library charges a fee for the use of the Conference Room and Meeting Room. In addition, users of the Library will be charged for any damage to the room, furniture, or equipment, or for exceeding their reservation time.

Users will be charged for repair or replacement of equipment or facilities damaged due to neglect, vandalism, or misuse or for any cleaning expenses incurred to clean up the room if not left in the same condition as found at check in.

No fees are charged for:

- Use of Study Rooms
- Library-sponsored events and meetings
- City of Lafayette Government events and meetings
- Other uses related to the Library's mission, when approved by the Library Director

## Exclusions and Prohibited Use

- The Library reserves the right to refuse or cancel a reservation for any activity which would interfere with proper functions of the Library, such as excessive noise, a safety hazard, or a security risk.
- The Library may refuse or cancel a reservation when deemed necessary by the Library Director or designee due to availability of rooms, insufficient staffing, or resources, or due to force majeure.

## Elected Officials

Free use of spaces during open Library hours may be granted to elected officials who serve residents of the City of Lafayette for any purpose related to open dialogue with their constituents. An example of an acceptable use would be a town hall meeting or an open listening session.

## Political Candidates and Campaign Events

Candidates reserving a room for campaigning, fundraising, or similar activities would be considered a private use and would have an associated fee. Exceptions to this may be made for candidate forums with more than one candidate in attendance and where funds are not being raised.

## Priority Use

Room Reservations are made on a first come, first served basis. In instances of multiple requests for simultaneous reservations, priority for the use of Library spaces will be given in the following order:

1. Lafayette Public Library and Library-related uses
2. City of Lafayette or other local government agencies serving the Lafayette community
3. Educational, cultural, or civic groups, and non-profit organizations, operating within the City of Lafayette
4. All others

## Frequency

- Users may have up to two active reservations at a time.
- Rooms may not be booked on a regular weekly or monthly basis.

## General Rules and Guidelines Governing Use and Reservations

Groups and organizations using Library spaces are required to comply with the Library's [Code of Conduct](#), [Child Safety Policy](#), and all other [Library policies](#) or rules for use of the Library. In addition, the following rules and guidelines apply:

1. Reservations for space usage may be made [online](#) or in person.
2. Users must check in at the Lobby desk to gain access to the meeting or conference rooms. Study room users should check in at an upper-level service point.
3. Users must complete a use agreement prior to being granted access to those spaces.
4. Use of the Conference Room, Meeting Room, and study rooms may not interfere with the normal operation of the Library.

5. Library staff are not available to change the room arrangement or to provide support services for meetings or events.
6. Users are responsible for their own setup and cleanup of tables, chairs, and other equipment and should allow time needed for this in their reservations. Users who do not vacate the space at their scheduled time will be charged a late check-out fee.
7. The user shall restore furniture and equipment in the room to its original setup and location, A checklist of guidelines for cleanup is posted within the space and [online](#). Users will be charged for cleaning or damage to the rooms.
8. All meeting activities must take place within the reserved room and may not spill into hallways or other spaces inside or outside the Library.
9. Users may not post signage anywhere in the building outside of the space they have reserved. Materials posted in the reserved space must not be attached to the walls using tacks, pins, nails, or any manner which will result in permanent damage to the facility. Food and drink may be served at meetings. Groups must provide their own utensils, plates, cups/glasses, napkins, etc. Kitchen facilities are limited to sinks. No refrigeration is available. Use of skillets, hotplates, toasters, or microwaves is not permitted. The City of Lafayette encourages users to strive for [zero waste](#) for all meetings and events.
10. Activities resulting in excessive wear and tear on any part of the facility are prohibited, including use of paints, stains, adhesives, or similar materials without explicit written permission from the Library Director.
11. Digital projectors, screens, and sound systems are available in some spaces and are subject to change. Detailed descriptions of amenities can be found in the [online room descriptions](#).
12. Setup instructions and basic troubleshooting options are available in each room; limited staff support is available at the time of check-in. While staff may be available to assist you with basic questions, in general, users of our meeting room spaces are responsible for their own technology setup and use and staff are unable to provide support throughout the duration of your meeting or event.
13. Groups must get advance written permission from Library staff to bring in their own furniture or sound equipment.

14. Storage for the user's meeting materials or equipment is not available.
15. Private room use not sponsored by the Library or the City of Lafayette is unavailable outside of Library operating hours.
16. The Library reserves the right to cancel events at any time due to inclement weather, facilities issues, or for any other reason. Refunds will be granted for all events canceled by the Library.
17. Refunds will be granted for events canceled by the user with at least 24 hours advance notice. Requests for refunds may be placed via the online [Library Refund Request form](#); time to process refunds varies depending on the original method of payment.
18. Overhead announcements made by staff at closing or at other times may occur.
19. Users must check out of rental spaces at the Lobby desk following their reservation. Check out must occur prior to the Library closing.
20. Alcohol is not permitted in the Library.
21. Permission to use Library facilities does not constitute endorsement of the user or the activity by the Lafayette Public Library, its staff, the Library Board, or the City of Lafayette. No advertisement or announcement implying such endorsement is permitted. Meetings, workshops, and events scheduled to occur in the Library, which are not co-organized by Library staff or co-sponsored by the Library or the City of Lafayette, are not eligible to receive promotional or other support from Library staff, or to use resources beyond the provision of the room and access to the equipment and furniture in the room.

Please include the following statement on any/all promotional materials, including, but not limited to, signs, posters, flyers, mailings, invitations, press releases, online promotions, etc.:

**"This event is not sponsored or endorsed by the Lafayette Public Library or the City of Lafayette. For more information, please contact [insert your organization's contact information]. Access to meeting rooms is a service of Lafayette Public Library."**