

## Schreiner Memorial Library

### Board of Trustees

#### Performance Plaza, Community Room, and Study Room Policy

##### Philosophy and Purpose

Schreiner Memorial Library's mission is to serve as Lancaster's Lifelong Learning Center. In support of this mission, the Library provides several spaces appropriate for public gatherings and values the ability to lend these spaces to groups in the community. This policy is intended to govern the free use of these spaces by non-Library entities. Scheduling events and groups in Library spaces does not imply Library endorsement of the aims, policies, or activities of any group or organization, or the views expressed during the meeting or event.

In scheduling the use of these spaces, the Board of Trustees and the Library staff shall not discriminate on the basis of political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis. However, the provision of meeting space must be subordinate to the need to provide a safe, peaceful, and respectful Library environment. No use of the meeting spaces that is likely to disturb Library patrons in their customary use of the Library, impede Library staff in the performance of their duties, or endanger the Library building or collections will be approved or permitted. Persons or groups who wish to reserve a meeting space must be in good standing with the Library. Use of meeting spaces for Library purposes shall take precedence over all other uses.

##### Performance Plaza Use

The Performance Plaza is a unique outdoor venue. There are outlets for sound equipment and other electronics, as well as a storage area for items that will be used regularly or which will be stored at the Library full-time. The Library is not liable for damage to items stored on site. The use of the Performance Plaza is free, but donations to the Library or the Lancaster Public Library Foundation are accepted. All groups wishing to use the Performance Plaza must sign a **Use Agreement Contract**.

##### *Guidelines:*

1. Priority for Performance Plaza use will be given to Library programming, then to other non-profit groups, then to the general public. Reservations shall be taken by Library staff on a first-come, first-served basis no more than a year in advance.

2. Programs or events with the intent to proselytize for a single point of view, whether religious or political, will not be permitted.
3. All programs, meetings, and events must be free of charge unless specifically permitted by the Library. The Performance Plaza shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library. No goods or services shall be promoted, sold, or exchanged in the Library or by sample, pictures, or descriptions.
4. Groups using the Performance Plaza that wish to have storage room or bathroom facility access outside of regular Library hours must sign a **Keyholder Agreement Form** and be trained in proper closing procedures.

### **Community Room Use**

The Community Rooms and the adjoining kitchen are available to the community for meetings, programs, and events. The Community Room has a capacity of 87 or can be split into two smaller rooms with capacities of 43 each. The use of these rooms is free, but donations to the Library or the Lancaster Public Library Foundation are accepted. All groups wishing to use the Community Rooms must sign a **Use Agreement Contract**.

#### ***Guidelines:***

1. Priority for Community Room use will be given to Library programming, then to other non-profit groups, then to the general public for large group meetings and events. Reservations shall be taken by Library staff on a first-come, first-served basis no more than a year in advance. The Library reserves the right to preempt any scheduled meeting.
2. Programs or events open to the public with the intent to proselytize for a single point of view, whether religious or political, will not be permitted.
3. All programs, meetings, and events must be free of charge. Community rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit, or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library. No goods or services shall be promoted, sold, or exchanged in the Library or by sample, pictures, or descriptions.
4. Groups using the Community Rooms outside of regular Library hours must sign a **Keyholder Agreement Form** and be trained in proper closing procedures.

### **Study Room Use**

Study rooms are intended for use by individuals to work in a quiet environment and for small groups to work or meet privately. Study Rooms may be reserved on a first-come, first-served basis no more than a year in advance. They may also be used by walk-in patrons if there are no standing reservations. Because the Study Rooms are not secure from the rest of the facility, their use is restricted to regular Library hours of operation. Study rooms must be vacated by 10 minutes prior to Library closing.

### **Administration of this Policy**

The Library Director shall be responsible for the administration and interpretation of this policy.

### **Adoption**

This policy has been adopted by action of the Library Board of Trustees on the 8<sup>th</sup> day of July, 2015.

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Laurie Walker, Board President