



## Public Use Of Library Rooms

One of the primary purposes of the Lake Park Public Library (Library) in the Town of Lake Park (Town) is to serve as a community resource for learning, studying, and educational pursuits. The Rose and Stanley Schuyler Meeting Room (Schuyler Room) and the Large Study Room are available for the public, and public and private non-profit organizations of the community in support of programs and functions that further the goals of the Library. Maximum occupancy of the Schuyler Room is 50 people, and of the Large Study Room is 13 people.

1. Permission to use Library rooms may be granted to departments of the Town of Lake Park, the public, and to public and private non-profit organizations for cultural, intellectual, charitable, and educational purposes. The non-profit status will be verified by Library staff using Sunbiz.org.
2. Library rooms may not be utilized for commercial purposes, advertising, solicitation of business, or any for-profit function. Library rooms may not be reserved for personal functions such as bridal showers or product parties.
3. Use of the Library's rooms does not constitute Library or Town endorsement of viewpoints expressed by participants in any program, activity, or event.
4. Priorities for reserving and using the Schuyler Room and Large Study Room are in accordance with the service goals of the Library. Library-sponsored programming has precedence over other reservations.
5. When not reserved for Library-sponsored programming, the Library reserves space on a first-come, first-served basis. Library rooms are not scheduled more than nine months in advance, except for individuals, groups, and organizations using Library facilities for regular monthly meetings. These individuals, groups, and organizations may schedule one meeting per month for up to one year at a time.
6. Programs scheduled in the Library rooms are required to be open to the public at large. Groups and organizations may arrange to use these rooms for regularly scheduled meetings, provided membership of the group or organization is not restricted and the regular meetings are open to the public.
7. No outside individual, group, or organization using Library rooms may charge admission fees, solicit free-will offerings, or present items for sale. However, groups and organizations may conduct normal membership activities, such as the collection of dues. Individuals, groups, and organizations supporting programs and services for the benefit of the Library may conduct fundraising activities in the Library's facilities.
8. There are no user fees for individuals, groups, and organizations scheduling functions in the Library.
9. To ensure availability to the citizens of Lake Park, each individual or representative of a group or organization applying to use library facilities is required to have a Lake Park Library Card. Applications for reserving Library

space must be completed and submitted at least five business days in advance of the planned event. Representatives of a group or organization must provide proof they have the authority to represent the group or organization. This can be through an identification card, a business card, a letter stating they are a representative on the group or organization's letterhead, or they are identified on the group or organization's website. In the event of damage to Library facilities, the person making the reservation will be held responsible for any and all damages that occur.

10. Individuals, groups, and organizations are responsible for setting up chairs, tables, equipment, and other furnishings required for their activities. Users are responsible for restoring the room to how it was originally arranged.
11. Alcoholic beverages, smoking, and vaping are not permitted in the Library. Individuals, groups, and organizations must notify the Library at least five business prior to scheduled use if serving food and non-alcoholic beverages before using the Schuyler Room. No food is allowed in the Large Study Room. All trash created by those using the room must be bagged and set in trash containers outside the Library before leaving.
12. The Library is not responsible for loss or damage to equipment, supplies, or other materials brought to the Library by individuals, groups, and organizations for their meetings. No equipment or materials belonging to an individual, group, or organization may be stored in the Library, with exceptions for individuals, groups, and organizations who are providing Library sponsored programming.