Adopted 08-09-01
Reviewed: 02-11-10
Updated: 10-11-12, 12-14-17, 1-16-20, 4-14-22, 6-13-24, 12/11/25
Signature: Gayle Johnson-Brackett

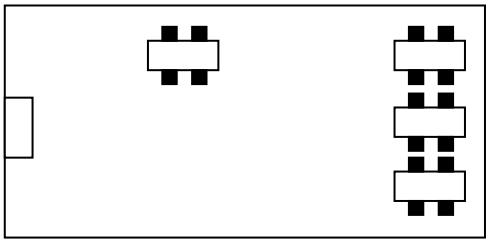
LILLIE M. EVANS LIBRARY DISTRICT
MEETING ROOM POLICY

The Lillie M. Evans Library District has two meeting rooms. Details about the size and capacity of each room are on the back of this policy. The primary purpose of the meeting rooms is to support library functions, meetings, and programs. The meeting rooms may, on occasion, be made available for use by members of the public. Library sponsored programs receive first priority, after which other requests will be considered in the order in which they are received. The Library District reserves the right to revise any meeting arrangements scheduled if necessary and to preempt an established reservation upon reasonable notification. Organizations not affiliated with the Lillie M. Evans Library District may use the meeting room only when all of the following conditions are met:

1. Requests for meeting room use must be made to the library staff in advance. An application for use may be filed up to 6 months in advance.
2. The organization conducting the meeting is not doing so for the immediate or ultimate gain of a for-profit business or agency with the exception of meetings that are perceived by the Board or library director as furthering the mission of the library as stated in its mission statement.
3. The meeting cannot be expected to disrupt the ability of the library to conduct its business in a normal and orderly manner.
4. The meeting is open to the public.
5. When reserving the meeting room for a non-library event, the reservation must be made by an adult resident of the library district. Reservations made for parties (birthdays, anniversaries, showers, etc.) must pay a $15 non-refundable fee at time of reservation and all conditions must be followed. Parties may not exceed 6 hours and rooms cannot be reserved later than 6pm on Sundays or 9pm on other evenings.
6. The resident of the library district making the reservation assumes responsibility for security and damages to library property. A clean-up fee may be imposed on any group violating this requirement.
7. The organization will be responsible for any advance preparation and room set-up **and for leaving the facilities in the same condition and setup they were before the meeting.**
8. Alcohol, tobacco/vaping products, and controlled substances are prohibited. Due to insurance concerns, no inflatables (for example: bouncy houses) are allowed in meeting room spaces.
9. Meetings may be held before or after regularly scheduled Library hours only when prior arrangement has been made and approval has been given. **In these instances, it is the responsibility of the person reserving the room to check out a key the day before the event.** Staff will demonstrate how to use the key and unlock and relock doors. In an emergency, staff can be contacted off hours through the library's facebook messenger.
10. Library District audiovisual equipment may be available for use with proper advance request. Library staff is not available to operate equipment.
11. In the event of a Library building emergency or weather-related emergency, meetings will be cancelled.
12. Failure to comply with the terms of this policy could affect the future access of the organization or individual to the room.

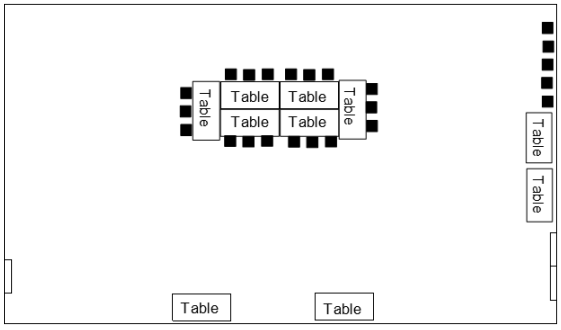
Groups may appeal any decision of the Library District under this Meeting Room Policy to the Board of Trustees. Such appeal shall be filed in writing with the Library Director within 10 days after notice of the decision is given to the group. In the event of such appeal, the Board of Trustees may hold a hearing for the purpose of hearing evidence relevant to the appeal. Within 30 days the Board of Trustees will make a final decision regarding the matter.

Small Meeting Room: 609 Square feet
Side door accessible from Walnut when library is not open. Bathroom hallway provides access to 2 family style bathrooms.
The room has 32 regular chairs and 20 folding chairs. There are 11 5-ft tables (2 are portable)
Seating for up to 52 in an auditorium style arrangement
Tables can be arranged with 4 chairs/table
Basic arrangement:



Equipment available includes: Laptop with DVD, LCD projector, wiiU, Microwave, and Bose CD player with radio. There is wifi in this room and a laptop can be provided upon request. Sound for all equipment is provided through the Bose system.

Large Meeting Room: 1221 Square feet
Accessible from Walnut when library is not open. Double handicap entrance doors. Bathroom hallway provides access to full men's and women's bathrooms and drinking fountain.
The room has 46 upholstered and 46 unupholstered chairs for a total of 92 chairs. There are 14 6-ft tables and 4 8-ft tables
Seating for up to 92 in an auditorium style arrangement
Tables can be arranged with (6-ft table with 2 chairs/side, 8 ft table with 3 chairs/side). Max for single sided: 40 seats
Basic arrangement:



Equipment available includes: blu-ray/DVD, LCD projector, wii, Microwave, laptop, small refrigerator and Bose CD player with radio. There is wifi in this room and sound for all equipment is provided through the Bose system.