



LB Approval: 07/21/2021
CM Approval: 07/22/2021

CITY OF LEWISVILLE
LIBRARY DEPARTMENTAL GUIDELINES

SECTION: LIBRARY
TOPIC: LIBRARY ROOM USE RULES
REFERENCE: LIBG-03-01-05

The Lewisville Public Library is a vibrant center for education and culture in our community. The Library's mission is to deliver equal access to high quality education and technology to all ages. In support of this mission, the Library offers space and room use to the public under the following rules.

I. GENERAL LIBRARY ROOM USE

- Library room use is limited to civic, educational, or cultural events, meetings, or classes. Library staff can provide information on other facilities for uses that do not match our guidelines. Parties and social gatherings are not an appropriate use of the facility. Any class or event held in the Library must be free and of a noncommercial nature. Library staff is authorized to attend or observe any meeting or event taking place in the room.
- Library rooms are available first to Library and City staff who may reserve the rooms for Library and City sponsored meetings, classes, and events.
- The Library Director or Supervisors reserve the right to deny any room use that does not comply with Library or City policies or directives.
- Library rooms are available only during Library hours. Classes and events must conclude on time.
- Events or meetings shall not interfere with normal Library operations.
- Library furniture may be rearranged. However, furniture must be returned to the original configuration at the end of use. No additional furniture may be added to the room without the approval of the Library Director or a Supervisor.
- Customers are responsible for setting up chairs, tables and other equipment.
- Customers are responsible for providing their own equipment, other than the equipment already available in the room.
- Library rooms are not soundproof. Individuals and groups using the rooms should be conscientious of the volume of voices and electronic equipment to avoid disturbing others.

- Nothing may be attached to walls, windows, or doors without prior approval from the Library Director or a Supervisor.
- Beverages in a closed container are permitted in the Library. All food must be consumed at tables in the alcove just inside the west entrance of the Library. Exceptions for food served at an event or meeting require the prior approval of the Library Director or a Supervisor.
- Customers must adhere to room capacity guidelines posted in each room.
- Any publicity or marketing materials for individual or group meetings that include the Lewisville Public Library name and/or address as the meeting location must include the following disclaimer: "*This event is not sponsored by the Lewisville Public Library.*" Use of any Library phone number as a contact phone number is prohibited.
- Customers using Library rooms must comply with all City and Library directives and guidelines. Customers violating City or Library directives and guidelines may be asked to vacate the room and/or to leave the Library and may have Library privileges suspended or revoked.
- Any room left unattended for more than 15 minutes will be assumed vacated, at which time Library staff may remove materials from the room and make it available for another customer. Library staff will take personal materials to the Library's Lost & Found at the Accounts Desk. The Library assumes no responsibility for the loss or damage of personal items.

Library Rooms Unavailable for Reservation

Bennett Program Room
 Computer Lab
 The Hive
 Digital Media Lab

II. GENERAL ROOM RESERVATION GUIDELINES

1. Rooms available for reservation within the Library include the Children's Study Room, the Crawford Meeting Room, the Small Conference Room, and 2nd Floor Study Rooms. Guidelines for each space are detailed below.
2. A valid Lewisville Library card is required to make a reservation and to check out a room. Valid Library cards are those that are current and in good standing. The email address associated with this library card number will be used to notify the cardholder of activity on the reservation, such as confirmations, cancellations, and reminders. Temporary, Student and Guest cards may not be used to check out a room.
3. Room reservations must be claimed by the person who made the reservation.

4. The cardholder under whom the room is checked out is responsible for any damages incurred during the use of the room.
5. No group may assign or transfer their space or reservation to another group.
6. Room reservation cancellations should be made as soon as possible. Reservations will be canceled if the cardholder fails to claim the room reservation (“no show”) within 15 minutes. Repeated failure to claim reservations may result in loss of the individual’s privilege of reserving a room in the future.

Children’s Study Room

- The Children’s Study Room is available to the public for use by groups of two or more, of which one must be an adult and at least one of those must be 12 years of age or younger.
- The Children’s Study Room contains two conference tables, two white boards, and eight chairs.
- The Children’s Study Room must be checked out at the Youth Services Desk.
- The Children’s Study Room can be used by a group once per day, for up to three hours.
- The Children’s Study Room can be reserved by a group no more than two times per calendar month. Reservations can be made online, in person or over the phone up to three months in advance.
- Walk-ins are welcome pending availability. This can be outside of the allotted reservations per month, however, the limit of three hours per day still applies.
- A whiteboard marker kit may be checked out from the Youth Services Desk.

Meeting Rooms (1st Floor)

- Meeting rooms, including the Crawford Meeting Room and Small Conference Room, are available to the public for use by groups of two or more.
- One room within this category can be used by a group once per day, for up to a three-hour period.
- A group can have no more than two reservations per calendar month within this category. Reservations can be made online, in person or over the phone up to three months in advance.
- Walk-ins are also welcome pending availability. This can be outside of the allotted reservations per month, however, the limit of three hours per day still applies.
- Staff must be able to monitor room use, therefore, interior window shades may be lowered no more than halfway.

Crawford Meeting Room

- The Crawford Meeting Room must be checked out at the Information Desk.
- The Crawford Meeting Room contains eight wheeled tables, 18 chairs, one side table, a white board, a podium, a ceiling-mounted projector and a projector screen.
- A group may use the projector during their room reservation. An HDMI cable, VGA cable, and/or whiteboard marker kit may be checked out from the Information Desk. The Library does not provide any other AV/media equipment or adapters.

Small Conference Room

- The Small Conference Room must be checked out at the Information Desk.
- The Small Conference Room contains a stationary conference table, 10 chairs, a podium, a white board, a ceiling-mounted projector and a projector screen.
- A group may use the projector during their room reservation. An HDMI cable, VGA cable, and/or whiteboard marker kit may be checked out from the Information Desk. The Library does not provide any other AV/media equipment or adapters.

Study Rooms (2nd Floor)

- These study rooms must be checked out at the Adult Services Desk.
- Study rooms are designed for quiet use by individuals or groups for study, reading, tutoring, or other educational purposes.
- Each study room contains one table, one white board, and four to six chairs. A whiteboard marker kit may be checked out from the Adult Services Desk.
- There are six study rooms available for reservation, named Study Room A-F.
- A library card holder in good standing may use one study room for up to one three-hour period per day. Reservations can be made online, in person or over the phone up to three days in advance. Walk-ins are welcome pending availability.