

- B. All requests to use meeting space should be made directly to the appropriate Branch Library using the Meeting Space Request Form, included as Attachment B. The use of a meeting space by community groups or organizations is subject to Branch Supervisor (or designee) approval.
- C. All programs shall be free and open to the public except as allowable under D.2 and D.3.
- D. Criteria for use of branch library meeting space is as follows:
1. Non-library use is limited to non-profit, civic, local businesses or community groups and organizations. Sales, fund-raising, and direct solicitations are not permitted.
 2. Sales or fundraising events may be allowed under certain (or special) circumstances, such as Friends of the Library book sales, Library Foundation of Lake County events, or Library sponsored or co-sponsored events.
 3. Some library sponsored or co-sponsored events may charge for materials recovery costs.
 4. Applications to use the meeting space will be accepted and approved on a first come, first served basis. Priority will be given to library sponsored or co-sponsored programs and events.
 5. Smoking is not permitted. Alcoholic beverages are not permitted unless approved in accordance with Lake County Code Section 3-7, Article II, Chapter 3, entitled "Possession, Sale and Consumption of Alcoholic Beverages in County Owned Facilities."
 6. Attendance shall not exceed fire marshal capacity for designated meeting space.
 7. Meetings or programs must be held during normal operating hours (unless previous arrangements dictate otherwise) and the space must be vacated at least 10 minutes prior to closing time.
 8. Consecutive or regular usage (weekly, bi-weekly, or monthly) will be allowed only if there are no other conflicts with the current meeting space schedule. NOTE: Applications which are approved for consecutive or regular usage expire one (1) year from date of submittal.
 9. Meeting space applications should be submitted at least three (3) days prior to the requested use date. If approval to use the meeting space cannot be granted at the time of application, the Branch Supervisor (or designee) will contact the requestor to confirm or deny the request at least 24 hours prior to the requested meeting time.

10. All groups must notify library personnel of their arrival. This will provide staff the opportunity to communicate or coordinate any last minute changes to the requestor. Likewise, a representative from the group must notify staff when they have finished using the space. The group exiting the meeting space must ensure the space is left clean and in an organized manner prior to departing the building.
11. The staff, library system, and County cannot, and will not, be held responsible for any personal items, equipment, or materials left in the building.
12. For applications received and approved at least three (3) days in advance, upon request, library personnel will provide set-up of available equipment, tables, and chairs.
13. Permission to use the library's meeting space does not in any way imply endorsement of the group or entity using the facility by anyone on staff or Lake County government, including commissioners, boards, officers, or other personnel.
14. Failure to adhere to these guidelines may jeopardize the group or organization's ability to re-use this particular branch library's meeting space or that of any other system branch library in the future.

IV. RESERVATION OF AUTHORITY

The authority to issue or revise this Policy is reserved to the Lake County Board of County Commissioners.



Jimmy Conner
Chairman, Board of County Commissioners
Lake County