



## Lakeland Public Library Video Conference Room Use Policy

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The Lakeland Public Library has one semi-private video conference room available to the public for use to attend video conference or telephone conference calls for business, health, and educational purposes, such as online job interviews, classes, trainings, projects, and telehealth appointments. The room is not intended to be an individual study room.

The video conference room is equipped with a desktop computer, camera, built-in microphone, and headphones. A library card or guest pass is required to log onto the desktop computer.

### **Policy**

All persons using this room are considered guests of the Lakeland Public Libraries and as such are expected to abide by the policy guidelines below:

1. **The Library video conference room is NOT available for commercial use** and/or any meeting held to advertise any product or commercial service.
2. Individuals may have only two (2) hours reserved per day and may have only three (3) confirmed bookings on the calendar at any given time. Reservations may be made one (1) week in advance.
3. NO sales may be made. Failure to comply will result in immediate suspension of video conference room use.
4. Ten (10) minutes prior to scheduled closing of the facility, attendees will be asked to vacate the room.
5. Individuals and groups booking the video conference room are responsible for any ADA accommodation requests made by attendees for their booking.
6. No physical change may be made to the room except for the re-arrangement of the chair(s) that are already in the room. Users may not cover or block doors and windows. Users will be held responsible for all damage to the room, its furnishings, and its equipment.
7. Lights must remain on at all times when the video conference room is in use and the door must remain unlocked.
8. Drinks with lids are permitted, but no food is allowed in the room.
9. Users may bring their own laptops and other equipment for use in the room. Please remember to remove personal equipment from the facility after use.
10. No open flame of any kind is permitted in the space.

Failure to abide by the policies outlined above can result in loss of privileges to reserve the space.

Should you have any concerns while using the room, please contact library staff for assistance. Thank you for your cooperation.