



Lakeland Public Library Training Room Use Policy

The Lakeland Public Library Training Room is a community space. All events held in the room must be free and open to the public. The room cannot be used for commercial or for-profit purposes or for private gatherings such as parties, showers, reunions, graduations, weddings, or birthdays.

Reservation Guidelines:

- The Training Room may be reserved for up to **two (2) hours per day**.
- Individuals or groups may have a maximum of **three (3) active bookings** at any one time.

Training Room Use Restrictions:

- Bookings are for a maximum of six (6) people
- Users of the training room **cannot**:
 - Advertise or promote products, services, or businesses.
 - Charge fees, collect money, or sell items.
 - Make physical alterations to the room (rearrangement of chairs already in place is permitted, but moving the table is not).
 - Block windows or doors.
 - Turn off the lights
 - Eat or have open food containers; drinks with secure lids are permitted.

User Responsibilities:

Users of the training room are responsible for:

- Scheduling room use during regular library hours, with bookings ending at least **10 minutes before closing**.
- The nature and conduct of their program.
- Providing any ADA accommodation requests from their attendees.
- Any personal equipment (e.g., laptops) or belongings brought into the space and their removal at the end of a booking.
- Covering damages to the room, equipment, or furnishings.

Additional Information:

- The Library retains priority scheduling for its own events in the Training Room.
- Library staff may be present during any scheduled meeting or event.
- Entrance and exit doors must remain unlocked when the room is in use.

Policy Violations:

- Failure to comply with these policies may result in loss of Training Room privileges.

If you have any questions or need assistance while using the Training Room, please contact Library staff. Thank you for your cooperation.