



Meeting Room Use Policy

General Information

The primary purpose of the meeting rooms at the Lyons Public Library is for programs, classes, and events conducted or sponsored by the library to benefit the library community. The secondary purpose is for programs or events conducted or sponsored by community groups and nonprofit organizations whose aims are educational, cultural, and/or civic betterment, regardless of the beliefs or affiliations of individuals or groups requesting their use. All meetings are free and open to the public. Meeting Room Applications are renewed every January. Organizations are required to review the Meeting Room Use Policy for any changes before reapplying.

Terms of Use

When not being used for library programs, meetings, or events, Lyons Public Library makes its meeting rooms available to nonprofit community groups and organizations. Lyons Public Library events take precedence over meetings of outside groups, and the library reserves the right to preempt the use of meeting spaces for library purposes.

- A group's use of the library's meeting rooms does not constitute an endorsement of the group's policies or beliefs by the Lyons Public Library Board of Trustees or staff.
- Meetings in the rooms will be open to the public.
- A group may not charge an admission fee or require a donation for an event or meeting.
- Sale of services or merchandise is strictly prohibited. Additionally, groups may not solicit donations on library property.
- Rooms should be reserved. For all reservations, the library must have the name of the organization as well as the person in charge and a contact phone number. The library should be notified promptly of any cancellations. Any group or organization reserving a meeting room must complete a "Meeting Room Application" prior to using the room; this form can be found on our website (<https://lyonspubliclibrary.org/policies/>).
- Arrangements for use of any library-owned equipment must be made in advance.
- The rooms must be left in proper order. Any groups that violate this regulation will be assessed a fee for damages or clean up.
- Meetings must conclude 15 minutes prior to library closing. Meetings that run past closing must have either an employee or a Board member in attendance. Such arrangements must be approved by the Library Director prior to the meeting.
- Use of the rooms on a regular, long-term basis can be booked no more than two months in advance.



- Number of persons must not exceed the limit set by Fire Code Regulations.
- Upon request, groups also have access to the kitchenette when reserving the Community Room.
- The Director is authorized to deny permission to use the library rooms to any group that is disorderly or that has violated these regulations in the past.

Policy adopted 12/18/2007 by the Board of Trustees, Lyons Public Library.

Policy revised 12/17/2019; 3/15/2022; 9/16/2025; 10/21/2025.