

Room Reservation and Use Policy

The Board of Trustees supports the Library Bill of Rights, which states Libraries “make exhibit spaces and meeting rooms available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.”

- All meetings must be without charge and without solicitations of money.
- Onsite purchases or selling of goods or of services are prohibited, unless expressly permitted in advance by the Library Director.
- Presentations that are primarily commercial in nature, rather than educational, are not permitted.
- Rooms may not be used for private or personal events such as birthday or holiday parties.
- Food is not allowed in the study rooms.
- Cooking is not allowed in any of the rooms.
- Rooms must be left in the condition they were found.
- Rooms must be vacated twenty (20) minutes prior to the Library closing.
- All displays and brochures for the meeting will be contained within the meeting room. No displays except directional signs will be allowed in the public area of the Library.
- Permission to use a room does not constitute an endorsement by the Library. All news releases, publicity, or advertisements must include the following disclaimer: “This is not a Library sponsored event. Garden City is neither responsible nor liable for information provided by users of the Library’s meeting room.” No group may use the Library’s address as its operational address.
- The Library is not responsible for any lost or damaged property before, during, or after a meeting or use of the study room.
- The Library assumes no responsibility of liability for accidents, injury, or loss of personal property in the Library’s meeting room or study rooms.
- The Library reserves the right to refuse or revoke permission to use the meeting room or study room if the usage is disruptive to the Library’s or City Hall’s normal course of business, violates Library or City Hall policies and regulations, is deemed unsafe, or violates any local, state, or federal law.
- In the event damages occur, ordinary wear and tear excepted, the individual who made the reservation would be responsible for all costs incurred for cleaning and/or repairs.
- The Garden City Public Library Board reserves the right to review and amend this policy at any time.

Small Meeting Room Reservations

The Garden City Public Library has one conference room available for public use during Library hours. The room is equipped with a sink, a conference table, a dry erase board, ten (10) chairs, and wireless internet.

- The applicant must be eighteen (18) years of age or older and have a Lynx Library card in good standing. The cardholder must assume legal responsibility for their group's activities in the meeting room.
- Reservations can be made no more than six (6) months in advance. Library sponsored activities, Library affiliated groups, and Garden City departments are exempt from this rule.
- The Library reserves the right to cancel any reservation with a six (6) week notice for its own programming needs, or at any time due to unforeseen circumstances.
- No group may reserve the meeting room more than twelve (12) hours a month, unless expressly permitted in advance by the Library Director. Library sponsored activities, Library affiliated groups, and Garden City departments are exempt from this rule.
- Reservations cannot be made for meetings lasting longer than one (1) business day.
- Groups that do not show up within fifteen (15) minutes of their reserved start time forfeit the reservation.

Study Room Reservations

The Garden City Public Library has two (2) study rooms available for public use during Library hours. The larger study room holds up to four (4) patrons, the smaller study room holds up to two (2) patrons.

- Reservations can be made once per week per individual, after that the room is available on a first come first serve basis.
- Reservations must be made one (1) day prior to usage. They can be made no more than six (6) months in advance.
- A library card in good standing is required to reserve the room. A library card is not required to use the room on a first-come first-serve basis.
- Rooms may be used a maximum of six (6) hours per week, not to exceed three (3) hours in one day.
- Patrons must check in with the Help Desk prior to using a room.
- Reservations that are not fulfilled within fifteen (15) minutes of their reserved start time forfeit the reservation. Rooms that are vacated will be reassigned to another after fifteen (15) minutes.

**Adopted 02/10/2016, Revised 04/12/2017, 01/10/2018, 12/11/2019, 09/11/2024, Reviewed 02/09/2022*