

**CITY OF LA VISTA
COUNCIL POLICY STATEMENT**

**LIBRARY: USAGE, OPERATION AND SCHEDULING
OF MEETING ROOMS**

Issued: March 15, 1982
Updated: November 1, 2005
Resolution No. 05-129

To establish standard policy for the City of La Vista Public Library standard operation policies for usage, operation and scheduling.

Meeting Rooms

1. Administrative Policies:
 - a. City of La Vista Public Library Meeting Rooms ("Library Meeting Rooms") are intended to accommodate the needs of the Public Library and administrative City of La Vista activities and as available the needs of the Metropolitan Community College ("MCC") Sarpy Center.
 - b. The City's Library Director or designee will be responsible for the day-to-day scheduling of the meeting rooms.
2. Priority Schedule for Library Meeting Rooms:
 - a. La Vista Public Library.
 - b. Other City of La Vista administrative users.
 - c. Other City of La Vista users, as authorized by the City Administrator and considered city related activity.
 - d. Metropolitan Community College Sarpy Center users.

Private organizations and/or individual citizens are not eligible for usage of the meeting rooms.

3. Scheduling:
 - a. Permitted users desiring to schedule use of the Library Meeting Rooms shall schedule through the City's Library Director or designee not earlier than six months prior to the desired time of use and not later than 72 hours prior to the desired day of use. Information for scheduling shall include the day, date, and time of use (beginning time and ending time).
4. Periods of Operation:
 - a. Library Meeting Rooms shall be available normally Monday through Thursday from 8 a.m. to 9 p.m., Friday through Saturday from 8 a.m. to 5 p.m., Sunday from 1 p.m. to 5 p.m.
 - b. The exact times and dates of Library Meeting Room availability shall be determined by the Library Director or designee, based on hours of Library operation and MCC Sarpy Center operation, holiday closings and maintenance capabilities.
5. General Rules:
 - a. Library Meeting Room users shall be responsible for the conduct of their meeting participants at all times. Users of the Library Meeting Rooms shall insure that the area is left in a good state at conclusion of use.
 - b. Any damage to Library Meeting Rooms shall be reported to the Library Director.

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La Vista Public Library
Library Meeting Room Policy
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