

Lawrence Library After Hours Use of Library Building Policy

Purpose:

To establish clear and consistent guidelines governing access to the Lawrence Library building outside of regularly scheduled public service hours, ensuring equitable treatment of all parties and the responsible use of Library staff and resources.

Policy Statement:

The Lawrence Library building is not available for use outside of established public service hours.

Authorized Exceptions

The only exception to this policy is for official Library-sponsored programs and events. These programs are planned, staffed, and administered by the Library.

No other after-hours use is permitted, including but not limited to:

- Community group meetings
- Nonprofit or civic organization activities
- Informal gatherings or project work
- Previously accommodated groups or recurring users

Staffing and Access

Library staff are not available to open, supervise, or secure the building outside of scheduled hours except for official Library-sponsored programming.

Enforcement

Requests for after-hours access that fall outside of this policy will be declined.

Policy Review

This policy will be reviewed periodically by the Library Director and Board of Trustees.

Approved by the Lawrence Library Board of Trustees on May 6, 2026.