

# LOBBY USE AGREEMENT



Evansville Vanderburgh Public Library will accept requests from organizations to host an informational space at EVPL locations. Adults age 18 or older may reserve a space and must agree to the Lobby Use Agreement. Reservations may be made up to six months in advance online.

Reservations are considered on a first come, first serve basis. Tables will only be given to organizations that partner with EVPL on sponsored events or organizations that align with EVPL's annual initiatives: education and health.

## RESPONSIBILITIES OF USE

EVPL spaces provide opportunities to share general, informational, educational, cultural, or civic content with the public. Sessions should be of non-profit focus, as well as non-exclusionary and non-partisan in nature.

EVPL only offers tables during library operating hours. If the library is closed due to an emergency or inclement weather, the spaces will be unavailable.

No refreshments are permitted during sessions.

Users should comply with federal, state, and local laws as well as the rules, regulations, and policies, specifically the [Customer Code of Conduct](#), of EVPL.

If any damage happens during the session, you or your group are responsible. This includes any and all damages to the facilities, equipment, or property, and includes the cost of labor, materials, and supplies to repair or replace the damage.

## COST

Spaces are available at EVPL Central, EVPL McCollough, EVPL North Park, EVPL Oaklyn, and EVPL Red Bank and may be reserved for up to 2 hours at no charge. EVPL will not offer tables at EVPL East, EVPL Stringtown, and EVPL West.

**FOR CONDITIONS OF USE, PLEASE SEE EVPL'S [MEETING ROOM USE POLICY](#).**