

# Sample Meeting Room Statements



The [\[NAME OF LIBRARY\]](#) has a longstanding practice of allowing private groups to book and use library meeting spaces. According to the American Library Association, “publicly funded libraries are not obligated to provide meeting room space to the public. If libraries choose to do so, such spaces are considered designated public forums, and legal precedent holds that libraries may not exclude any group based on the subject matter to be discussed or the ideas for which the group advocates.”

As stated in our meeting room policy [\[link to policy\]](#), [\[quote from policy\]](#).

The use of a meeting room does not in any way constitute an endorsement of the group's policies or beliefs by the [\[NAME OF LIBRARY\]](#).

The [\[NAME OF ORGANIZATION\]](#) paid to use meeting space for a private event to be held on [\[Date and Location\]](#). This meeting is not sponsored or endorsed by the [\[NAME OF LIBRARY\]](#) or the [\[Name of City or Town\]](#). As the meeting is not a library-initiated program but rather a private room booking, the library had no part in the content or featured speakers, nor were we informed about the speakers for this event. The library did not promote this meeting in any way.

We deeply understand and appreciate the concerns and strong sentiments of all those in the community who have reached out to the library about this event.

(Adapted from [Cranston Public Library Statement](#))

In keeping with our mission to promote lifelong learning, and to provide opportunities for cultural enrichment in the community, the [\[Name\]](#) Library welcomes public use of its meeting rooms in accordance with our Meeting Room Policy. [\[link to policy\]](#)

In accordance with the [American Library Association's Library Bill of Rights](#) and its interpretation pertaining to meeting rooms, the [\[Name\]](#) Library does not limit use of the meeting room based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors. Granting permission to use these rooms does not constitute an approval or endorsement of any individual or group by the Library, the Library Board of Trustees, or the [\[Name of City/Town\]](#).

(Adapted from [Scarsdale Public Library Statement](#))

# Sample Meeting Room Statements



The **[NAME OF LIBRARY]** encourages the joy of reading, the exploration of ideas, and the pursuit of lifelong learning for all in our community. The **[NAME OF LIBRARY'S]** meeting Room policy aligns with the American Librarian Association which states that “publicly funded libraries are not obligated to provide meeting room space to the public. If libraries choose to do so, such spaces are considered designated public forums, and legal precedent holds that libraries may not exclude any group based on the subject matter to be discussed or the ideas for which the group advocates.”

Therefore, **[NAME OF LIBRARY'S]** meetings rooms are available to use and reserve regardless of the beliefs or affiliations of those who seek to use them per the Library’s Meeting Room Policy: [\[link to policy\]](#)

We deeply understand and appreciate the concerns and strong sentiments of all those in the community who have reached out to the library about **[name of event]**. As the meeting is not a library-initiated program but rather a private room booking, the library had no part in the content or featured speakers, nor were we informed about the speakers for this event. The library did not promote this meeting in any way. The use of a meeting room does not in any way constitute an endorsement of the group's policies or beliefs by the **[NAME OF LIBRARY]** or **[Name of City/Town]**.

(Adapted from [Cranston Public Library Statement](#) and [Scarsdale Public Library Statement](#)).

## More Resources

[Meeting Rooms: An Interpretation of the Library Bill of Rights](#)  
by the American Library Association

### **Sample Meeting Room Policies:**

[Sample Meeting Room Policies in Massachusetts](#)

by Massachusetts Library System (MLS)

[Trustees: Meeting Room Use and Policies LibGuide](#)

by Massachusetts Board of Library Commissioners (MBLC)