

Policy and Procedure Manual	Section B 1.3
Procedures for Nonprofit Lobby Spotlight	Issued: March 2, 2023 Approving Authority: Administration

Procedures for Nonprofit Lobby Spotlight

Purpose

The purpose of the nonprofit lobby spotlight is to allow the library to partner with nonprofit organizations in the community that wish to table in the library lobby to spread information about their cause.

Process

The library will allow one nonprofit per month to table in the lobby of the library for no more than 4 hours per day and no more than 12 hours in one month. This nonprofit must be a 501(c) nonprofit.

Tabling in the lobby will be scheduled between the hours of 9:30 a.m. and 8:30 p.m. on Monday through Friday.

Organizations are encouraged to send two representatives, bring a tablecloth, and bring flyers or other paper or digital information to hand out to library patrons.

Prohibited Uses

Nonprofits cannot fundraise or recruit employees or volunteers during their tabling time. Nonprofits cannot collect library patron's information for mailing lists or other marketing purposes.

Any activity that materially or substantially interferes with the functions of the library such as excessive noise or safety hazards, are not allowed.

Nonprofit representatives must follow all Patron Behavior Policy rules.