



November 24, 2025

## **PROPOSED CHANGES TO PUBLIC POLICY**

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The Laramie County Library System Board of Directors intends to amend and adopt changes to public policies. In accordance with the Wyoming Administrative Procedure Act (WAPA) WY Stat §16-3-101, the proposed changes/additions are listed below and available on the library's website [www.lclsonline.org](http://www.lclsonline.org) or by inquiring at any service point at all Laramie County Library System locations. Interested parties may send comments to Sharon Vye (Executive Coordinator) at 2200 Pioneer Avenue, Cheyenne, WY 82001 or [svye@lclsonline.org](mailto:svye@lclsonline.org) by Thursday January 8, 2026. Interested parties are also welcome to share their views at a public hearing held during the regularly scheduled Board of Directors meeting in January, at the Laramie County Library, 2200 Pioneer Avenue, Cheyenne, WY 82001. For dates and times please reference: [lclsonline.org/board/](http://lclsonline.org/board/)

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## **Public Use of Library Spaces**

### **Purpose**

The purpose of this policy is to outline the conditions under which community members may reserve and use library spaces at the Laramie County Library System (LCLS). Library meeting rooms and spaces are made available to support community engagement, lifelong learning, and the exchange of ideas in an environment that is safe, inclusive, and consistent with the mission and values of LCLS. This policy ensures that use of library spaces is equitable, orderly, and does not interfere with library operations, programs, or public access to resources.

### **Overview**

Access to Laramie County Library System's public spaces is provided according to the following terms and in compliance with established capacity limits for each room.

- **Reservations and Requests**
  - Booking requests must be submitted through the library's online reservation system. Assistance with reservations is available at any public service desk.
  - Reservations during regular library hours are free of charge. Current hours of operation, including holiday closures, are listed on the library's website.
  - Use of library spaces outside of regular operating hours may incur fees as outlined on the library's website.



- **General Use and Access**

- All library spaces must be vacated at least fifteen (15) minutes prior to closing.
- By reserving a library space, patrons agree to adhere to posted capacity limits.
- Solicitation, collection of fees, or acceptance of donations is not permitted in library spaces.
- Library programs and activities take precedence over all other reservations. The library reserves the right to modify or cancel a reservation if necessary to accommodate library needs.
- The library cannot provide storage for materials, equipment, or personal belongings before or after an event. Items left unattended may be removed.

- **Compliance and Conduct**

- All library rules and policies must be followed. The library may terminate use of a space at any time if a group or individual fails to comply with library policies, engages in disruptive behavior, or interferes with library operations. Noncompliance may result in immediate termination of use, suspension of future reservation privileges, or other actions deemed necessary by library staff.
- The library reserves the right to review, deny, modify, or revoke any reservation to ensure activities align with library policies, operational needs, and the intended public use of library spaces. As public facilities, library spaces must remain accessible, safe, and appropriate for community use.

## 4. Fees and Damages

- a. Groups or individuals may be held responsible for the cost of repairs or excessive cleaning resulting from their use of library spaces or equipment.

## 5. Endorsement Disclaimer

- a. Permission to use library spaces does not imply endorsement by the library. In any publicity, groups may not state or suggest that their activities are sponsored or supported by LCLS.

## 6. Operational Guidelines

- a. The library reserves the right to establish and enforce additional operational guidelines, including but not limited to limits on reservation frequency, duration, available equipment, or setup configurations, as needed to ensure equitable access and effective operation.

## Authority and Enforcement

Library spaces are public facilities, and their use does not create a private or exclusive arrangement between the library and any individual or group. Library staff retain the right to enter any reserved space at any time to ensure compliance with library policies, safety requirements, and operational needs. The library reserves the right to take photographs of events for its own records and for future promotional materials.

LCLS reserves the right to modify or update procedures and terms of use as necessary to reflect operational needs or changes in library services.