

<b>Cromaine District Library Policy</b>	Policy #: 4020 Page 1 of 3
<i>LIBRARY MEETING ROOM USE</i>	<u>Tracking Record</u> Date Approved: 7/7/94 Revised: 10/15/98, 9/16/99; 7/17/03; 1/19/06; 1/15/09 Review by Counsel: 7/03

**Purpose**

Public libraries have traditionally provided meeting space for the members of their communities to encourage free expression and free access to ideas presenting all points of view on subjects of all kinds. In support of this concept, Cromaine Library (the Library) uses its meeting rooms to promote its program of service to the community. The Library also makes its meeting rooms available for use by community groups and library district residents who meet the requirements below.

Meetings must be for purposes consistent with the objectives and goals of the Library. These include meeting community information needs, individual enrichment, and the support of the educational, cultural, civic, and recreational activities of the community.

In accordance with the Elliott-Larsen Civil Rights Act (MCL 37.2302), meetings and events held in the Community Room must be open to all regardless of "religion, race, color, national origin, age sex, or marital status".

Political groups may use the rooms for non-partisan programs of an educational nature.

Religious groups may use the rooms for non-sectarian or non-denominational programs.

Commercial entities, for-profit, or professional organizations may use the room for educational purposes and for other occasional purposes that do not involve the sale of goods or services.

Sale of products or services in the meeting room is limited to: autographed copies of a featured author's works; supplies for library programs; and items for sale by the Friends of Cromaine Library. Anyone requesting exceptions must do so in writing and the Library Director or designee must approve them prior to the sale.

The meeting rooms are not available for personal or family activities.

Permission to use a library meeting room does not imply Library endorsement of the views, aims, policies, or activities of any group or organization.

**General Regulations**

The Library reserves the right to review each prospective use and determine whether that use falls within the Cromaine Library meeting room guidelines. Anyone requiring a departure from the guidelines must have the written authorization of the Library Director or designee.

Meetings must be open to the public. Anyone requesting admittance to the meeting must be allowed to attend free of charge. Meeting room use cannot disrupt the programs or activities of the Library, nor can it create a public safety hazard. Everyone must observe Policy 2030, Public Conduct in the Library at all times.

A representative of the Library may attend any meeting held in library facilities. Any person or group that does not comply with meeting room policies will lose the right to use the meeting room for six (6) months.

### **Availability**

The Library gives priority for use of the rooms to library-sponsored activities. All other applications receive consideration on a first-come, first-served basis.

Meeting rooms are available during library open hours. Use of a meeting room outside of library hours requires approval in advance from the Library Director or designee.

### **Application and Cancellation**

Anyone wishing to use a meeting room may submit an application from the Library's web site.

The Library must receive the completed on-line application and all fees (see below) no less than one (1) week nor more than ninety (90) calendar days in advance of the needed day(s). The Library will accept tentative reservations in person or by phone: however, they will hold the date and time for one week only. The Library does not consider a reservation confirmed until the Library has approved the application and received all fees. The requesting group may seek approval to change the room arrangement up to one week prior to the event.

The contact person listed on the application is responsible for any damage that may occur.

The Library may reject any application or withdraw previously granted approval for violation of these rules.

Anyone wishing to cancel a room reservation must do so at least 48 hours in advance.

On rare occasions, the Library may have to cancel the approved use of a meeting room due to unforeseen circumstances. If this occurs, the Library will make every reasonable effort to give ample notice and to assist the group in reserving another date. If that is not possible, the Library will refund any fees.

### **Fees**

The Library charges a fee for each hour an organization occupies a room. This includes ½ hour setup time before the meeting and ½ hour cleanup time after the meeting.

For non-profit organizations, using a room for non-profit activities, there is no fee during regular library hours.

For commercial entities or for-profit organizations using a room for educational programs or meetings the fee is \$30 an hour, during regular library hours.

For use outside of regular library hours, there is a fee of \$20 per hour in addition to the regular hours fee.

The Library also requires a \$50 security deposit for each room in which the group will have food. The Library will refund this deposit if they find the room in satisfactory condition after the meeting.

The Library reserves the right to hold the fees unless notice of cancellation is received 48 hours in advance of the scheduled meeting.

**Use of the Facilities**

The group may not exceed the posted capacity of the meeting room.

The group may serve light refreshments. Members of the group are responsible for bringing all serving equipment, supplies, etc. The group is further responsible for all food setup and cleanup.

The Library does not allow anyone to serve or consume alcoholic beverages on any of its premises.

Meeting attendees may not mount any material on the walls of any meeting room without prior permission from the Library.

Tables and chairs are available for use by groups using the meeting room. Depending on availability of staff, the group may be responsible for setting up and taking down furniture used in the meeting room.

The group may use the available audiovisual equipment and sound system.

The group must leave the meeting room in the original condition and setup arrangement.

**Publicity and Notice of Meetings**

Each group is responsible for its own publicity. Notices of meetings, flyers, news releases or any other promotional materials describing an event must include the statement: Offered at, but not by, Croomaine Library.

Each group must provide the Library a copy of notices of meetings or promotional materials for review, before distribution.

The Library will post all events on their on-line meeting room schedule with the contact person's name and telephone, and they will give that information to anyone who calls for more information.

**Liability**

All organizations agree to hold Croomaine Library harmless from any loss, damage, liability costs, and/or expenses that may arise or be caused in any way by such use of library facilities.

The user, specifically the responsible party, shall be responsible for all loss/damage to the building, furniture and/or equipment. If damage occurs, the responsible party will be liable for a minimum of \$50, plus the actual cost of the damage.

The Library will not be responsible for any equipment or items left in the meeting rooms.

The user must provide adult supervision for all groups with participants less than 18 years of age.