

## **Allegan District Library Meeting Room Policy**

### **Purpose and Scope:**

The purpose of the Allegan District Library Meeting Room Policy is to list the rules by which those who wish to reserve any meeting room must abide. It is the goal of the Allegan District Library that all those who fill out the Meeting Room Reservation Form read through this policy and rules before they sign and return the form and use the room. The policy lists what is and is not allowed when using any room, and for which purposes the meeting rooms may be reserved.

Reservable meeting rooms are determined by the Library Director and listed on the library website. Reservations for non-reservable spaces will be considered on a case-by-case basis.

1. Meeting rooms may be reserved for use by local or area not-for-profit educational, civic, cultural, community, professional, or government groups at no charge. Local is defined as organization within the boundaries of the Allegan Library District or an organization with a significant membership residing in the Library District. Groups are not required to be a registered 501(c)(3), but cannot be a profit-making or business entity for this designation.
2. Local or area for-profit and business entities may also reserve meeting rooms, but will be charged an established hourly rental fee. Rental fees are available on our website and by request.
3. Single individuals are welcome to use the meeting rooms on a first-come, first-served basis but may not reserve the rooms. Group use of the meeting rooms takes precedence over individual use; individuals may be asked to relocate to another area of the library. Allegan District Library has two small quiet study rooms intended for individual use.
4. Official Library use of any meeting room takes precedence over all other uses.
5. No general admission fee may be charged for any meeting or program held in the library, nor may any offering, solicitation, or collection of funds be made.
  - a. Small fees may be approved by the Director upon request for meetings sponsored by the library or an approved non-profit educational group/institution.
  - b. For-profit and business entities may not charge for any meetings, nor shall they collect monies in exchange for goods or services.
6. In accordance with the current Michigan Public Accommodation Act (Sec. 37.2302), meeting rooms may only be used by groups whose membership is open to all without restriction or discrimination based on religion, race, color, national origin, age, sex, or marital status. Use of any meeting room does not imply approval or endorsement of any group by the Library.
7. In fairness to the community, no more than two reservations can be confirmed on the calendar per organization; after the first reservation is over, groups may schedule an additional reservation. Reservations can be made for the current quarter or the next

quarter; quarters run December – February, March – May, June – August, and September – November.

8. The Library cannot provide personnel for supervision or to assist in handling of furniture or technology set-up. Nothing is to be affixed to the walls or left in the room after use.
9. Food and beverages may be served with prior approval; a check deposit or credit card on file may be required for approval.
10. Smoking is not permitted within the Library.
11. Meeting rooms will only be available during regular library hours. Prior approval may be obtained from the Director to use the Carnegie Room only past closing hours. This will be granted on a case-by-case basis.
12. Doors will be unlocked and attendees permitted in the meeting room when the responsible party checks in at the Circulation Desk. The responsible party must notify the Circulation Desk when the group leaves the meeting room.
13. All meeting rooms must be left clean and in its original condition. Full responsibility for any loss or damage associated or connected with the use of the room must be assumed by the organization and the responsible party reserving the room.
14. Organizations reserving a meeting room must include the following disclaimer in all promotional and informational material: “The Allegan District Library provides public meeting space as a community service. The library neither sponsors nor endorses this event nor the presenting individual(s) or organization(s).”
15. The Library reserves the right to refuse the use of any meeting room to groups that violate the Library’s Meeting Room Policy and/or the Code of Conduct.
16. No materials, furniture, technology or etc. shall be removed from any meeting room.
17. A representative from the organization must sign the Meeting Room Reservation Form and indemnification agreement to reserve the room. Reservations can not be confirmed until the application is complete.

### **Review**

This policy will be reviewed by the Facilities Committee every three years.