Board Approved 4/18/17

Meeting Rooms Policy

I. Introduction and Purpose of Policy:

The mission of the Newaygo Area District Library ("Library") is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by the policy. The restrictions of this policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events.

II. Application and Scheduling of Meeting Room:

A. General Use. The Library has two meeting rooms for use, the Conference Room and the Local History Room (collectively "Meeting Rooms"). The policy applies to both Meeting Rooms unless otherwise specified. Any person, group or organization may use the Meeting Rooms, pursuant to the requirements of this policy ("Users"). The Meeting Rooms are available during regular Library hours.

B. Scheduling.

1. Applications shall be accepted on a first-come-first-serve basis, with Library business, Library-sponsored or Library-co-sponsored events having first priority.

2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.

3. Non-Library sponsored or co-sponsored meetings and events will not be scheduled more than six (6) months in advance.

4. The Library is responsible for scheduling use of the Meeting Room. The program and meeting schedule will be posted and updated on the website calendar.

5. Each Non-Library sponsored or co-sponsored event shall be scheduled for a time any day not to exceed four (4) hours as follows ("Reservation"):

   a. Any Non-profit Organization, defined as any civic, cultural, governmental or educational organization, may make a Reservation for any available Reservation time.

b. For any other group or individual that is not a Non-profit Organization, the Library shall only permit four (4) Reservations in any month.

C. Application Process.

1. Any person 18 years or older may fill out an application for the Conference Room. Reservations of the Local History Room do not require an application but is recommended.

2. The Library will contact you with confirmation that your Reservation is accepted. Do not assume that your Reservation is complete upon submission of the application.

3. The fee, if any, will be due upon confirmation of the Conference Room Reservation.

4. If you need to cancel the Reservation, you must provide the Library 24 hours' notice.

5. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Library.

III. General Guidelines Affecting all Library Meeting Rooms:

A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Meeting Room.

B. Use by Persons Under the Age of 18. Users of the Meeting Room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every twenty (20) minors.

C. Tobacco, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, alcohol and the illicit use of controlled substances in the Meeting Rooms.

D. Food and Beverages. Users of the Meeting Rooms may serve light refreshments, but only if approved by the Library at the time the User requests and receives permission to use the Meeting Rooms. Uncovered beverages are prohibited in the Meeting Rooms. It is the responsibility of the User to observe all health codes when serving light refreshments.

E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Meeting Room.

F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment, and equipment may be more limited for the Local History Room.

G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the room in the future. Users must include time to clean up and set up within the scheduled time and must end meetings at least 15 minutes before the Library closing time.

H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.

I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements, which are currently twelve (12) people.

J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.

K. Private Literature. Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the Meeting Rooms. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.

L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.

M. Open and Accessible Use. All activities in the Meeting Rooms must be open to the public, must be accessible to people with disabilities in accordance with the Americans with Disabilities Act and must be free of admission fees, other charges or requests for donations.

N. No Profit-Making or Commercial Use; No Fundraising. No attempts to fund-raise, solicit business, sell or exchange goods, services or memberships will be permitted. The exceptions to this rule:

1. Events in which the proceeds are donated to the Library, such as book sales. However, the Library Director must approve all events.

2. The sale of books, CD's and other items by authors or artists as a part of or in conjunction with Library programming.

3. Sales or exchanges of goods by non-profit or non-commercial organizations as long as such sales or exchanges take place solely within the Meeting Rooms and other patrons and employees are not solicited.

IV. Fees:

A. Non-Profit Organizations. Any Non-Profit Organization may use the Conference Room for a fee of $10.00 per hour.

B. All Other Organizations. Any other organization or individual that does not meet the definition of Non-Profit Organization may use the Meeting Room for a fee of $15.00 for the first hour and $15.00 for each additional hour.

V. Library Disclaimer:

A. No Endorsement. Use of the Meeting Rooms does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members.

B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Meeting Rooms, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Meeting Rooms. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.

C. Hold Harmless. The Library has no liability or responsibility for any losses or injuries to any participant in the use of a Meeting Room. Use of a Meeting Room constitutes the User's agreement that the Library is

released and held harmless from any and all claims for personal injury or property damage.

VI. Violation and Appeal Section:

The Library Director or the Director's designee may restrict access to Library facilities, including the Library Meeting Rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

A. Incident Reports: Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges: Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:

1. *Initial Violation*: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.

2 *Subsequent Violations*: The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation*: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest

or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.

2. *Subsequent Violations*: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Policy before their privileges may be reinstated.

E. Damages: If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.

F. Right of Appeal:

Users may appeal a decision in writing to the Library Director within 10 working days of the date of the letter stating why Library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

Board adopted 4/18/17.