

Meeting Room Use Policy

The mission of the Elk Rapids 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 a Meeting Room for Library programs as well as Library business meetings. When the Meeting Room is not scheduled for Library-hosted or co-hosted events or events governed by contract with the Library, the Meeting Room may be used by the public within the parameters set by the Policy. The restrictions of this Policy regarding Application and Scheduling do not apply to Library-sponsored or co-sponsored events. In accordance with Michigan law and federal law, a person shall not be denied access to the Meeting Room based on race, gender, religion, color, national origin, age, or marital status.

I Application and Scheduling of Meeting Room:

A. General Use. Any person, group or organization may use the Meeting Room for cultural, educational and informational purposes pursuant to the requirements of this Policy (“Users”). Functions which require a fee to attend are not permitted in the Meeting Room. The capacity of the meeting room is up to 30.

B. Scheduling:

1. Booking will be on a first come, first served basis and will be made during Library hours.
2. All meetings shall end 1/4 hour prior to the Library’s closing.
3. 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 co-sponsored event.
4. Meetings and events will not be scheduled more than 12 months in advance. No User may use the Meeting Room more than 4 times per month.

C. Application Process.

1. Any person 18 years or older may request to use the Meeting Room. If the person is requesting for a corporation or organization, that person must have authority to do so.
2. The Library will confirm the reservation when it is booked.
3. If you need to cancel the reservation, the User must provide the Library 24 hours’ notice.

4. Users shall not promote that the event or meeting is at the Library until the Library confirms the reservation is accepted. Publicity for events to be held in the Library must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by the Library, unless prior permission to do so has been given in writing. The Library shall not be used as the address, information contact source, or headquarters for Users using the Library meeting rooms.
5. Reservations may not be transferred to other User.

II. Rules Regarding Use of Meeting Room

- A. Parking for meetings during Library hours shall be in the Public Parking Lot located on Cedar Street or other public parking in town. Users must inform those who are planning on attending of the proper parking areas.
- B. Programs/exhibits may not disrupt the use of the Library by others or the normal functions of the Library.
- C. Persons attending meetings are subject to all Library rules and regulations and must conduct themselves in an orderly manner.
- D. Light refreshments may be served in connection with a meeting. No alcoholic beverages of any nature are permitted in the Library. The User is responsible for all table and chair arrangements.
- E. Library facilities will be left in a clean and orderly condition. The Meeting Room will be returned to its original state at the end of the meeting.
- F. Permanent changes to the Meeting Room may not be made without permission of the Library Board.
- G. Users will pay the cost for repair of any damage to the facilities or equipment used.
- H. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property. Users shall not use the Meeting Room for Fundraising, commercial purposes, or selling goods or services. The exception to this rule is for the following:
 1. The sale of Books, CDs and other items by authors or artists at Library sponsored or co-sponsored events;
 2. Events for which all proceeds are used for Library programs or for the benefit of the Library, provided that the Library accepts the donated

proceeds. However, the User must be authorized by law to conduct the fundraising or solicitation.

- I. The Library is not responsible for loss or damage to exhibits, equipment, supplies, materials, personal property, or other items brought to the Library by any group or individual attending meetings.
- J. Users of the Meeting Room must be under adequate supervision by adults 18 years of age or older. The reservation must be in the name 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 five (5) minors.
- K. The Library staff may attend or observe any event or activity in the Meeting Room.

III. Library Disclaimer:

- A. Use of the Meeting Rooms does not constitute the Library's endorsement of any User'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 a Meeting Room.
- C. Hold Harmless. The Library is released and held harmless from any and all claims for personal injury or property damage.

IV. Violation and Appeal Section:

The Library Director or the Director's designee may restrict access to Library facilities, including the Library Meeting Room, 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.

