

## **SALINE DISTRICT LIBRARY**

### **POLICY BULLETIN**

**POLICY NO: 511**

**SUBJECT: USE OF LIBRARY MEETING ROOMS**

#### **ELIGIBILITY**

It is the intention of the Library to open its meeting rooms for certain limited educational, cultural, civic and intellectual functions conducted by community groups, governmental groups, and service organizations within the Saline Library District. Profit-making organizations may use the rooms for business meetings or staff training sessions only. The sale of merchandise is not allowed, with the exception of sales in conjunction with author visits or library programming. The meeting rooms may not be used for campaigning or petitioning.

The meeting rooms must be reserved by a Saline District Library cardholder who is 18 years of age or older. The person submitting the reservation request must be present for the entirety of the approved function. Youth groups (those groups with attendees under the age of 18) must have adult supervision. Meeting rooms are not available for private social occasions.

All meetings held in the Library meeting rooms must be open to the public free of charge. The rooms will be reserved on a first come, first served basis. Library programs and events shall have the first priority for meeting rooms, and any use that interferes with those programs or events shall be prohibited. The Library reserves the right to limit use of the meeting rooms to certain days and times as necessary to accommodate Library staffing availability.

#### **APPLICATION**

Reservation requests must be submitted online by a Saline District Library cardholder who is 18 years of age or older and approved by Library staff before a room can be reserved. Anyone who is unable to submit a room reservation request online may contact the Library for assistance.

Meetings should be scheduled during regular library hours. Any deviation from the regular hours must be approved by the Director.

Multiple meeting dates may be requested at one time; however, the number of meeting dates may be limited based on demand. Failure to notify the Library of meeting cancellations may result in forfeiture of multiple dates.

The Director has the sole discretion to determine whether an application satisfies the eligibility requirements for reserving a room. However, any person or organization that is denied a reservation may appeal that denial by submitting an appeal in writing to the Saline District Library Board.

## **USER RESPONSIBILITY**

To protect the rights of Library patrons, groups using the meeting rooms must do the following:

1. Comply with [Policy 502: Patron Behavior](#).
2. Limit meeting time to the approved schedule.
3. Include time for set-up and clean-up in the scheduled time. Groups may not gain entry to the meeting room before their scheduled time.
4. Refrain from using the Library name, logo, contact information, or photos in any way that seems to indicate Library sponsorship or endorsement.
5. Refrain from distributing the Library's phone number as contact information for the event. Library staff are unable to deliver phone messages to groups using the meeting room.
6. Arrange room to meet user requirements.
7. Rearrange the meeting room to its prior condition, as shown in the diagram posted in the room.
8. Pick up debris and wipe up spills.
9. Pay for any damage or loss of Library property.
10. Keep to the terms indicated on the approved reservation request.
11. Notify the Library if a cancellation is necessary.
12. If certain Library equipment was requested when submitting the online meeting room reservation request, make arrangements with Library staff before the date of the scheduled event if assistance is required.
13. Supply their own utensils and materials.
14. Use nonalcoholic beverages.
15. Refrain from smoking (Public Act 198, 1986).
16. Use the Library's general parking lot. (If unloading is required, users may unload in the staff parking lot, but the vehicle should then immediately be moved to the general parking lot.)
17. Only post identifying signs (no larger than 8 ½"x11") on the designated room sign.
18. Refrain from posting or affixing any materials on the meeting room walls.
19. Use the meeting room in a manner that does not in any way interfere with the normal activities of the Library.

## **FEES**

A minimum fee of \$15.00 will be assessed if the meeting room is left in a condition that does not comply with the requirements as outlined in the "User Responsibility" portion of this policy. Payment must be made to the Library before the meeting room can be reserved for another time. If the room is damaged in any manner, the person or group reserving the room shall be charged the actual costs of repairs.

## **VIOLATIONS AND LOSS OF PRIVILEGES**

Violations of this policy may result in loss of meeting room and/or Library privileges as set forth in [Policy 502: Patron Behavior](#).

## **DISCLAIMER**

Use of the meeting rooms does not constitute the Library's endorsement of a group's policies or views by any of the staff or Board members.

If necessary, the library reserves the right to cancel the use of a meeting room.

The Saline District Library is released and held harmless from any and all claims for personal injury or property damage.