

# **Dexter District Library**

## **Meeting Room Use Policy**

**I. Purpose:** The mission of the Dexter District Library is to serve everyone by being a center for popular materials in a variety of print, audiovisual and electronic formats. In furtherance of this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-hosted events, it may be used by the public within the parameters set by the Library's policies.

### **II. General Guidelines:**

A. The Dexter District Library, as a part of its mission to serve the public, has provided spaces that are available free of charge to any person, group or organization for meetings that are educational, cultural, or civic in nature.

B. In allocating the use of the meeting rooms, the Library shall not discriminate on the basis of political or religious beliefs of the applicant groups or on any other constitutionally-prohibited basis.

C. Permission to use the meeting rooms does not constitute or imply Library endorsement of the views, goals, policies or activities of the groups or organizations. Advertisements or announcements implying such an endorsement or sponsorship are prohibited.

**III. Scheduling:** The Library desires its meeting room spaces to be as widely available as possible and to maximize access to the greatest number of organizations. Therefore, no group may consider the Library its permanent meeting place or use the Library as its mailing address.

A. Scheduling of applications shall be accepted on a first-come-first-serve basis, with Library and Library related-business having first priority. Any person 18 years of age or older may fill out an application. The Library will contact individuals with confirmation when the reservation is accepted. Individuals should not assume the reservation is complete upon submission of the application.

B. The Library may ask individuals or groups to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library or Library related event.

C. Groups or organizations requesting the use of meeting room spaces will be required to complete a reservation application at least 48 hours in advance. Exceptions to this rule will be at the discretion of the Library Director.

D. Meetings may be scheduled according to the following time table:

<u>For meetings taking place</u>	<u>Sign-up begins</u>
Jan 1 - April 30	Dec. 1
May 1 - Aug 31	April 1
Sept 1 - Dec 31	Aug 1

E. The meeting rooms are available to be used during the Library's normal hours of operation.

#### IV. Use of Meeting Rooms:

A. **Library Policies** - Provision of meeting room space is secondary to the goal of providing a safe, peaceful and respectful environment in which Library patrons can browse, read and study. Use of meeting rooms that is likely to disrupt patrons and/or staff in their customary use of the Library will not be approved or permitted. Those individuals or groups using meeting rooms must not violate any of the Library's rules or policies and all people attending the meetings will be subject to these rules and policies.

B. **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.

C. **No profit-making or Commercial Use; No fundraising** - The Library reserves the right to deny the reservation application of any individual, group or organization that is profit-making, commercial or entrepreneurial in nature. No attempts to fund-raise, to solicit business, to sell or exchange goods, services or memberships will be permitted. The exceptions to this rule include Library sponsored events and other events that further the Library's mission.

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

E. **Food and Beverages** - Individuals or Groups using Library Meeting Rooms may serve food and beverages, but only if approved by the Library at the time of the application.

F. **Private Literature** - Individuals or groups using the Meeting Rooms shall not distribute personal or group literature, brochures and other materials to Library patrons outside the Meeting Rooms. Persons or groups using the Meeting Rooms shall not leave printed materials on Library property without prior approval of the Library Director in accordance with Library Policy.

G. **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.

H. **Smoking and Fire** - No smoking, candles, matches or any other use of fire shall be permitted in the Meeting Rooms.

I. **Use by Persons Under the Age of 18** - All groups using the meeting rooms 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.

J. **Cancellation** - The Library reserves the right to cancel the use of a meeting room. If cancellation becomes necessary, the Library will only notify the person who reserved the room as the contact person. In the event of such a cancellation, the Library shall have no liability for any loss or inconvenience that may result.

K. **Occupancy** - The Fire Marshal has set the maximum capacity of the meeting rooms as follows:

Meeting room #1- 211 people maximum;  
Meeting room #2 - 87 people maximum;  
Combined meeting rooms - 298 people maximum.

It is the responsibility of the reserving group, organization or individual to self-monitor the number of people attending the meeting to ensure that the posted maximum capacity is not exceeded.

L. **Room Set Up and Clean Up** - Room set-up and clean-up are the responsibility of the reserving individual or group. Rooms must be returned to their original condition at the conclusion of each meeting, therefore meetings must end 15 minutes before closing time to allow for Library staff to inspect the meeting room.

M. **Security Deposit** - The Library currently charges a \$50 refundable security deposit for use of the room, payable by check, and required at the time the reservation application is submitted. Failure to properly care for the meeting room and its contents may result in forfeiture of the security deposit and forfeiture of future room use privileges. Failure to provide 48 hours notice if the meeting is cancelled may result in forfeiture of the security deposit and future room use privileges. In the event that a meeting room is not returned to its original condition, a clean-up/damages fee will be charged to the reserving individual. This fee will cover the costs that the Library incurs to clean/replace/repair any feature of the meeting room and/or its contents in and is in addition to the forfeiture of the security deposit.

N. **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.

Groups scheduling evening and weekend meetings may use the Library's technology independent of Library staff for free, providing one person from the group arranges training with the Library's Technology Librarian prior to the meeting. Training must be scheduled during the office business day (9 am to 5 pm, Mon - Fri) and the Technology Librarian will certify the group's representative is fully trained. The Library will ensure technology is prepared and in working order, prior to the meeting during the standard business day (9 am – 5 pm, Mon - Fri), but no Library staff member will be available for assistance during the evening or weekend meeting.

O. **Showing of Copyrighted Material** - Showing of copyrighted video is permitted provided groups can show permission has been obtained. The Library subscribes to motion picture umbrella licensing and can extend this to groups using the meeting room. If a group has not obtained copyright permission on its own, the group may inquire with the Library staff as to whether a particular title is licensed through the Library's umbrella licenses. If the title is not licensed through the Library's umbrella license, the group must obtain copyright permission and provide that to the Library prior to showing any copyrighted works in the meeting room.

P. **Waive Liability and Hold Harmless** - All users agree to hold the library harmless from any loss, damage, liability, costs, claims, and expenses that may arise as a result of an individual or groups use of the Meeting Rooms.

Approved by the Board of Trustees of the Dexter District Library March 9, 2009  
Revision June 7, 2010; September 7, 2014; January 5, 2015

Date: \_\_\_\_\_

## Dexter District Library

### Application for Meeting Room Reservation

*It is vital that we have one adult (person over 18 years of age) serve as the "point of contact" person who will be the responsible party for the Library to communicate with. This application must be fully completed with accurate information and submitted at least 48 hours prior to the date of your request.*

Point of Contact Person:

Organization Information:

Name: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Phone: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

*By signing this form, the applicant acknowledges having read and agrees to abide by the DDL's Meeting Room Use Policy*

Reservation Information:

Requested Meeting Date: \_\_\_\_\_ Requested Meeting Time: \_\_\_\_\_

Additional Time Needed for Room Set-Up Prior to Meeting: \_\_\_\_\_

Anticipated Time Needed for Room Clean-Up Following Meeting: \_\_\_\_\_

Number of Tables Requested: \_\_\_\_\_ Number of Chairs Requested: \_\_\_\_\_

Planning to Serve Refreshments?      Yes / No

Need Access to Kitchenette?          Yes / No

Planning to use the Library's Technology Equipment?      Yes / No

If yes, you must select schedule a training session on the use of the Library's equipment PRIOR to your meeting date.

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#### Office Use Only:

##### *Security Deposit*

Check #

Envelope #

Refunded:

##### *Approved/Denied*

Reason for Denial

##### *Confirmation*

date

via phone / email

notes:

##### *Tech. Equipment*

training scheduled