

## MEETING ROOM POLICY

### I. Introduction and Purpose of Policy

The mission of the Cass 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 this Meeting Room Policy (“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. Any person, group or organization may use the Meeting Rooms, pursuant to the requirements of this Policy (“Users”). The Meetings Rooms are available during regular Library hours, unless otherwise approved by the Library during the application process. The Meeting Rooms may not be used for purely social events.
- B. Specific Meeting Rooms. The following are a list of specific meeting rooms or meeting areas (“Meeting Rooms”). The regulations contained in this Policy apply to all Meeting Rooms, unless otherwise specified:
  1. *Flagg Room:* This room can accommodate up to 80 people.
  2. *Silver Room:* This room can accommodate up to 18 people.
- C. Scheduling.
  1. Applications shall be accepted on a first-come-first-serve basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events or (c) uses governed by contract with the Library having first priority. The next priority shall be given to applications that support the cultural, educational and informational needs and interests of the community.
  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 6 months in advance. The Library will not accept reservations until the Library programming has been completed. The Library cannot

guarantee same day reservations.

4. The Library is responsible for scheduling use of the Meeting Rooms. The program and meeting schedule will be posted and updated regularly.
5. Each Non-Library sponsored or co-sponsored event shall be scheduled for a time any day not to exceed 2 hours. There will be additional fees for any meeting longer than 4 hours.
6. No User may use the Meeting Rooms more than 2 times per month unless approved by the Library Director in advance.

D. Application Process.

1. Any person 18 years or older may fill out an application for the Meeting Rooms. Applications should be sent to Nancy McHugh at nmchugh@cass.lib.mi.us or by calling 269-357-7822 extension 100 and leaving a voicemail.
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 Meeting Room Reservation.
4. If you need to cancel the Reservation, you must provide the Library 48 hours' notice.
5. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Library.
6. If the User desires to use the Meeting Room after hours the following will apply:
  - a. Only the Flagg Room may be reserved after hours.
  - b. The User agrees to follow and complete the closing procedures provided by the Library.
  - c. The User understands the Library (outside of the Flagg Room) will not be accessible after business hours.
  - d. Have a person or entity agree to accept responsibility and sign the application.

### 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 Rooms.
- B. Use by Persons Under the Age of 18. Users of 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. In addition, there must be one (1) adult supervisor for every 10 minors.

- C. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, 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. It is the responsibility of the User to observe all health codes when serving light refreshments. Users may not use sterno or flames to heat food. Users should be aware that there is no kitchen or sink available for use in the Silver Room and only a sink available for use in the Flagg Room.
- 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 Rooms.
- 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.
- 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 and a hourly cleaning rate of \$25.00 per hour with a \$25.00 minimum fee. Users must include time to clean up and set up within the scheduled time and must end meetings at least 30 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 identified in Section II. B above.
- 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 donation.

- N. Room Access. Users may not enter the Library before opening hours and should allow adequate time to set up.

#### IV. Fees

- A. Non-Profit Organizations. Any Non-Profit Organization (non-profit corporation, government entity, or other organization that has the primary purpose of supporting the cultural, educational and informational needs and interests of the community) may use the Meeting Rooms for no charge for the first 4 hours of any reservation.
- B. All Other Organizations. Any other organization or individual that does not meet the definition of Non-Profit Organization may use the Meeting Rooms for a fee of \$25.00 per hour for up to 4 hours.
- C. Clean Up and Damage Fee. A fee of \$25.00 per hour for cleanup will be charged if the Meeting Room is not cleaned up as required by this Policy. Users shall pay for any actual damage to the Meeting Rooms.

#### 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. Any publicity for any event held in the Meeting Rooms must state that "The Cass District Library does not sponsor or endorse this event."
- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Meeting Room or move the meeting to a different Meeting Room, 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 Room. 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 Cass District Library is released and held harmless from any and all claims for personal injury or property damage. The User agrees to indemnify the Library for any loss.

#### VI. Violation and Appeal Section

Violations and appeals of this Policy shall be processed according to the Violations Policy.



## APPLICATION TO USE MEETING ROOM

Date of Request: \_\_\_\_\_ Meeting Room (Circle One):  Flagg  Silver

Date of Use: \_\_\_\_\_ Time of Use: \_\_\_\_\_

Name of Corporation/Organization/Individual: \_\_\_\_\_  
\_\_\_\_\_

Street Address: \_\_\_\_\_

City and State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Purpose of the meeting or program: \_\_\_\_\_  
\_\_\_\_\_

Equipment (Circle One):  Microphone/Podium  Data Projector

Number Attending: \_\_\_\_\_ (Flagg Maximum Occupancy 80; Silver Maximum Occupancy 18)

By signing this Application, the Corporation, Organization or Individual identified above agrees to indemnify and hold harmless the Cass District Library, its agents, employees, officers and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the Meeting Room, its furnishings or equipment by the User or any person attending the User's meeting. The Corporation, Organization, or Individual also agrees to pay for any damage caused by its use of the Meeting Room. If signing on behalf of a Corporation or Organization, the person signing this Application agrees that he/she has authority to sign on behalf of the Corporation or Organization.

If the Meeting Room is used when the Library is closed, the Corporation, Organization or Individual agrees to follow the closing procedures provided by the Library.

Name of responsible person: \_\_\_\_\_

Signature of responsible person: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_