

MEETING ROOM POLICY

I. Introduction and Purpose of Policy

The Mission of the Cass District Library (CDL) is to provide a center for information, education, culture, and recreation for all patrons throughout their life span, through the library's collections, programs and special services. In keeping with this Mission, the Library provides facilities for Library public programming, as well as Library business meetings.

When the spaces designated by the Meeting Room Policy are 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. The restrictions of this Policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events.

II. Space Request 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. The Meeting Rooms are available during regular Library hours, unless otherwise approved by the Library during the application process.

Specific Meeting Rooms

The following are a list of specific meeting rooms or meeting areas. The regulations contained in this Policy apply to all Meeting Rooms, unless otherwise specified:

1. *Main Flagg Room:* This room can accommodate up to 80 people max.
2. *Main Silver Room:* This room can accommodate up to 18 people max.
3. *Edwardsburg Community Room:* This room can accommodate up to 72 people max.

B. 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.
 - (c) Uses governed by contract with the Library having first priority.
2. The next priority shall be given to applications submitted by IRS tax exempt classified charities and nonprofits for events which are open to members of the local community.
3. The Library may require 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.
4. Non-Library sponsored or non co-sponsored meetings and events will not be scheduled more than four (4) months in advance. The Library will not accept reservations until the Library schedule of programming has been completed.

5. Each Non-Library sponsored or non co-sponsored event shall be scheduled for a time any day not to exceed two (2) hours, with the exception of uses by IRS tax exempt classified charities and nonprofits for events which are open to members of the local community.
6. No user may use the Meeting Rooms more than 2 times per month unless approved by the Library Director in advance.
7. Study Room usage at the Edwardsburg branch do not fall under the guidance of this policy and are accessed on a first come, first serve basis. Users may use the Study Rooms at the Edwardsburg branch in periods of two (2)-hour blocks.

C. Application Process

1. Any person 18 years or older may fill out an application for the Meeting Rooms.
2. Users can email meetingrooms@cassdistrictlibrary.org for use of the Meeting Rooms at the Edwardsburg or Main locations. Users may also call these branches to reserve a meeting space by phone.
3. The Library will send an email response to alert users that their email has been received for official booking within 24 to 48 hours.
4. The user must sign the Application to Use the Meeting Room which will come attached to the meeting room email confirmation. Applications can be handed in on the day of the meeting to Library staff.
5. The fee, if any, will be due upon confirmation of the Meeting Room reservation.
6. If you need to cancel the Reservation, you must provide the Library 48-hours notice across regularly scheduled Library business days (Monday through Saturday).
7. If the user wishes to use the Meeting Room after hours the following will apply:
 - a. The Main Flagg Room and Edwardsburg Community 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 Main Flagg Room and Edwardsburg Community Room) will not be accessible after business hours.
8. After Hour Meetings
Public meetings are permitted to go beyond regularly scheduled Library public service hours. Users conducting such meetings in Library spaces should plan on their meetings concluding no later than 10 p.m.

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, and Controlled Substances
The Library prohibits the use of tobacco, marijuana, alcohol, and the illicit use of controlled substances in the CDL Meeting Rooms.
- D. Food and Beverages
Users of the Meeting Rooms may serve light refreshments. It is the responsibility of users to observe all health codes when serving light refreshments. Users may not use sterno or flames to heat foods. The Edwardsburg Community Room has a sink, microwave, and refrigerator for users.
- E. Disruption Prohibited
Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave.
- 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. Users 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.
- 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 donations.
- N. Room Access
Users may not enter the Library before open hours. Users should plan on allowing adequate set-up time based on the open hours of the Library.

IV. Fees

- A. IRS Tax Exempt Classified Charities
Any IRS tax exempt classified charities and nonprofits for events which are open to members of the the local community may use the Meeting Rooms for no charge.
- B. All Other Organizations and Social Events
For profit organizations, as well as users interested in social events, may use the Meeting Rooms for a fee of \$25.00 per hour.
- C. Clean Up and Damage Fee
An upfront fee of \$25.00 for cleanup purposes will be charged to all for profit organizations and individual social events.
- D. Additional Fees
An additional fee of \$25.00 per hour may be charged to these groups based on the level of clean-up required and determined by Library personnel.

E. Fee Structure

Organization Type	Fee for Meeting Room Usage
Non Profit Organizations	\$0.00.
For Profit Organizations and Social Events	\$25.00 per meeting room usage hour. Four hour limit.
Clean Up Fee for For Profit and Social Events	\$25.00 up front cleaning fee charge.
Additional Feed For Profit and Social Events	An additional fee of \$25.00 per hour may be charged to these groups based on the level of clean-up required and determined by the Library.

- F. CDL accepts cash, credit cards, and checks as payment options to reserve meeting space at the Library.
- G. Refunds for For Profit Organizations and Social Events will be granted if the Library receives 48-hours notice across regularly scheduled Library business days (Monday through Saturday). No refunds will be made in the case of a no show for a reserved meeting time.

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
By submitting an application, to the fullest extent permitted by law, the User releases, defends, and holds harmless the Library, its Board members, officers, employees, agents, and volunteers from and against any and all claims, demands, causes of action, damages, losses, liabilities, costs, and expenses, including reasonable attorney fees, whether proven or just asserted, arising out of or in any way related to the User’s use of Library facilities, including, but not limited to, claims for personal injury, death, or property damage, except to the extent any such claim is caused by the Library’s gross negligence or willful misconduct. The User further agrees that this obligation applies regardless of whether the claim is asserted by the User or by any third party and survives the termination of the User’s access to or use of the Library.

VI. Violation and Appeal Section

- A. Violations
Violations and appeals of this Policy shall be directed to the CDL Director.

Approved by the CDL Board of Directors
December 2025