

# Meeting Room Policy

## **I. Introduction:**

The mission of the Clarkston Independence District Library (hereafter, CIDL) is to provide quality library services that support the cultural, educational, and informational interests of our community. In keeping with this mission, CIDL has three meeting rooms and welcomes the use of these rooms by the public, within the parameters of this policy.

The following policy does not apply to library-sponsored or partner-sponsored events.

## **II. Availability:**

- A. The meeting rooms are available to any group or organization for any cultural, educational and informational purpose. The meeting rooms may not be used for purely commercial activities.
- B. All meeting rooms are available during regular hours of operation unless otherwise approved by the Library Director.
- C. All reservations and walk-in usage during the last hour of operation must end 15 minutes prior to closing time.
- D. The Library meeting rooms are not available for personal or family parties, or social functions unless approved by the Library Director.
- E. When the meeting rooms are not scheduled for library-sponsored or co-sponsored events, they may be used by the public within the parameters set by this Meeting Room Policy.
- F. All meetings must be open to the public and limited to no more than the maximum occupancy permitted by fire code posted in each room.
- G. When the Conference Room or Youth Activity Room are not reserved, they are available for walk-in use by tutors, study groups, and other library patrons, provided they do not interfere with any subsequent reservations.

## **III. Conditions:**

- A. Library Board meetings, programs, or other events sponsored by the Library or affiliated groups will have first priority in determining use of the rooms.
- B. Publicity for a meeting held at CIDL that is not sponsored by the Library must not include the Library's logo or be worded in a manner that implies Library sponsorship of the group's activity or mission.
- C. All attendees must adhere to the Library's Patron Rules of Conduct policy.
- D. Groups using the room are responsible for setting up and returning the space to its original condition.

- E. All rooms are equipped with tables and chairs. The Community Meeting Room and Conference Room also have technology that is available if requested during the room reservation process.
- F. Groups will be held responsible for any damage to the Library building, furniture, or equipment.
- G. No group shall collect membership dues or admission fees on Library premises unless prior approval from the Library Director and/or Library Board.
- H. There shall be no commercial sales other than those approved by the Library Board. No program shall be for the sole purpose of soliciting goods or services.
- I. Tobacco, marijuana, alcohol and the illicit use of controlled substances are prohibited in all areas of the Library.
- J. Any open flames, including the use of open candles, are prohibited by state fire regulations.

#### **IV. Scheduling and Reservations:**

- A. Reservations may be requested on the CIDL website or by phone. These requests will be scheduled and confirmed by the Library's Administrative Assistant.
- B. An application must be completed and signed at least one week prior to the scheduled reservation time.
- C. Payment must be made at least one week prior to the scheduled event.
- D. Reservation length must include room set up, meeting, and clean-up time.
- E. Reservations include the usage of the tables, chairs, and technology available in that space. The Library will not furnish any other equipment or supplies.
- F. Reservations should be made at least one week in advance and are not accepted more than three months prior to a meeting date.
- G. Groups may not reserve a meeting room more than two times per month.
- H. Reservations must be made by an adult (18+). A meeting that includes minors must be supervised by an adult for the duration of the reservation.
- I. Reservations made in the Youth Activities Room, which is available free of charge, shall be forfeited if the reserving group is more than 30 minutes late.
- J. Vacating the room for more than 15 minutes will indicate to staff that the room is now available for walk-in use.

#### **V. Food and Beverage:**

- A. Simple refreshments such as ready-to-serve items, packaged snacks, coffee, tea, and other beverages are permitted in the meeting rooms. All other items require prior approval by the Library Director or Library Board.
- B. Drinks that are red or purple in color are prohibited.

## **VI. Fees/Charges:**

- A. Community Meeting Room (CMR):
  - i. Non-profit organizations and residents of Independence Township or the City of the Village of Clarkston will be charged \$30 per hour
  - ii. Businesses and non-residents will be charged at the rate of \$35 per hour.
  - iii. A minimum two-hour reservation is required for the CMR.
- B. Conference Room
  - i. The room rental fee will be charged at a rate of \$20 per hour.
  - ii. A minimum two-hour reservation is required for the Conference Room.
- C. Youth Activity Room (YAR)
  - i. There will be no fee charged for this space.
  - ii. A maximum of 4 hours, including set-up and clean-up are incorporated into the rental time.
  - iii. When the YAR is not reserved, it is available for walk-in use.

## **V. Cancellation/Library Closure**

- A. Notice of cancellation must be provided at least one week prior to scheduled event or fees will not be refunded.
- B. The Library reserves the right to cancel for any reason, including but not limited to weather, power, etc. We will make every effort to reach the reservation contact and reschedule as soon as possible.

## **VI. Liability:**

- A. Granting permission to use a meeting room does not imply endorsement by CIDL.
- B. CIDL is released and held harmless from any and all claims for personal injury or property damage.

## **VII. Disciplinary Process for Policy Violation.**

The Library Director or the Director's designee may restrict access to Library facilities with immediate dismissal of 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 the Library Violations Policy

*Library Board Approved 11.18.2019*