

Library Room Use and Reservation Policy

Approved 12/13/2023

I. Introduction and Purpose of Policy

The mission of the Benzie Shores 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 Library 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 Library Rooms

A. General Use. Any person, group or organization may use the Meeting Rooms, pursuant to the requirements of this Policy ("Users"). Meetings Rooms are available only during regular Library hours and 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. Study Rooms: The capacity of a Study Room is three (3) people.
2. Meeting Room: The capacity of the Meeting Room is ten (10) people.
3. Program Room: The capacity of the Program Room is forty (40) people.

C. Scheduling.

1. Applications shall be accepted on a first-come, first-served 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 require Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored events.
3. Non-Library sponsored events will not be scheduled more than two months in advance. The Library will not accept reservations until the Library programming calendar has been set. The Library will accept same day reservations upon approval of Library staff.
4. The Library is responsible for scheduling use of the Meeting Rooms.

5. Each Non-Library sponsored, or co-sponsored event shall be scheduled for a maximum of two (2) hours. Users exceeding their allotted time will forfeit their reservation privileges.
6. No User may make more than two (2) reservations per month.

D. Application Process.

1. Any person 18 years or older may fill out an application for the Meeting Rooms. Applications are completed online or in person at the Library.
2. The Library will contact the patron with confirmation that their Reservation is accepted. Patrons should not assume their Reservation is complete upon submission of the application.
3. Patrons must provide the Library twenty-four (24) hours notice if they need to cancel.

III. General Guidelines Affecting all Library Meeting Rooms

- A. Use by Persons Under the Age of 18. Users of the Library 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 oversee 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.
- B. Food and Beverages. Users of the Program Room may serve food and nonalcoholic beverages, but only if approved by the Library at the time the User requests and receives permission to use the Program Rooms. It is the responsibility of the User to observe all health codes when serving food. Users may not use sterno or flames to heat food.
- C. 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.
- D. Equipment Requests. Tables and chairs are available for use in all Library Rooms. Requests for use of audio or visual equipment, additional tables and 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 and tech support is not provided.
- E. 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 Library's Rooms in the

future, and an hourly cleaning rate of \$30.00 per hour with a \$30.00 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.

- F. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- G. Occupancy. Users shall permit no more persons than is stated by occupancy requirements identified in Section II. B above.
- H. 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.
- I. 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.
- J. 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.
- K. Open and Accessible Use. All activities in the Meeting Rooms must be free of admission fees, other charges, or requests for donation.
- L. Room Access. Users may not enter the Library before opening hours and should allow adequate time to set up.
- M. After Hours Use. After hours use is not permitted.

IV. Fees

- A. No Fee For Use. The Library will not charge a fee for use of the Meeting Rooms.
- B. Clean Up and Damage Fee. A fee of \$30.00 per hour for cleanup will be charged if the 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. Public use of the Library's Meeting, Conference, and Study rooms does not imply Library approval or endorsement of the group, the meeting, or the

ideas presented at the meeting. Publicity for a meeting held at the Library must not be worded in a manner that would imply Library sponsorship or endorsement of a group, the meeting, or the ideas presented at the meeting.

An organization using a Library room may not use the name and address of the Library as its headquarters or as the official address of the organization. The organization may not use the Library's address or telephone number for registration or for information regarding the meeting or the organization.

B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Room or move the meeting to a different 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 Benzie Shores District Library is released and held harmless from any and all claims for personal injury or property damage.