

TECUMSEH DISTRICT LIBRARY

USE OF THE MEETING ROOM GUIDELINES

Eligibility

The Tecumseh District Library encourages public use of its meeting rooms in an effort to achieve its mission. Community and governmental groups, service organization, and businesses who wish to use the meeting rooms for functions which serve to educate or instruct the attendees may reserve a room by filing an application and paying a fee, when applicable. Library space is not available for religious service, partisan political rallies or private social occasions. Profit-making organizations may use the rooms for business meetings or staff training sessions, the sale of merchandise is not allowed. Events or meetings will not be publicized in a manner which suggests Library sponsorship or affiliation. Meetings held in the library meeting rooms must be free of charge to all attendees. The meeting rooms will be reserved on a first come, first served basis.

Available Facilities

Attendance at all events will be limited by the capacity of the individual meeting rooms. The capacity has been established by the City of Tecumseh Emergency Services Chief and the Development Services Director to assure safety, therefore, standing room and seating arranged outside of the room is prohibited.

Meeting Room A 1 The Occupancy Limit is 35

Meeting Room A2 The Occupancy Limit is 35

The wall between Rooms A1 and A2 can be removed by staff only to combine both rooms.

Meeting Room B The Occupancy Limit is 50

Quiet Study Room 1 – The Occupancy Limit is 2

Quiet Study Room 2 – The Occupancy Limit is 2

Quiet Study Room 3 – The Occupancy Limit is 3

Scheduling

- The Tecumseh District Library reserves the right to have first priority for the use of the rooms.
- Rooms are available for use during library hours only.
- Time for set-up and clean-up should be included in the scheduled time.
- Groups using the meeting rooms must vacate the rooms at least 15 minutes before the Library closes.
- Multiple meeting dates may be booked at one time. Failure to notify the Library of meeting cancellations, or failure to show for a scheduled event, may result in forfeiture of multiple dates or the suspension of the privilege of reserving the room in the future.
- Individuals or organizations may not schedule meeting rooms on behalf of other individuals or organizations, nor may they transfer their reservation for a scheduled event to another.

User Responsibility

To protect the rights of library patrons, the Code of Conduct (outlined in Policy O – 01) is posted in the Library and is expected to be upheld throughout the building. Individuals or groups using the meeting rooms shall:

- Complete and sign an “Application for Use of the Meeting Room” form
- Limit meeting time to the approved schedule
- Notify the Library if a cancellation is necessary
- Keep to terms indicated on the approved application
- Arrange the room to meet their requirement
- Obtain prior approval from the Library director to move library furniture or equipment to or from the meeting room
- Supply equipment, utensils, displays, and other needed materials and remove these items immediately after the scheduled event (items cannot be stored in the meeting room before or after a scheduled event)
- Use the public entrance for all deliveries unless prior permission is obtained from the Library Director
- Post an identifying sign (no larger than 8 ½ “ x 11”) on the meeting room door, if needed
- Ensure that open aisles and clear access to the exits are maintained at all times
- Refrain from loud or boisterous behavior or noise which results in a public disturbance or disrupts the ability of the Library to conduct its business in a normal and orderly manner
- Serve nonalcoholic beverages
- Refrain from smoking
- Return the meeting room to the condition in which it was found
- Pick up debris & wipe up spills
- Pay for any damage or loss of library property

The individual and/or organization reserving the meeting room is responsible for compliance with the Tecumseh District Library Use of the Meeting Room Policy (O – 13), the safe use of the facilities and the payment to replace lost or damaged furnishings or equipment. The Library reserves the right to suspend meeting room use for the organization or individual until all damage fees have been paid. Violation of User Responsibilities may result in loss of meeting room privileges.

Telephone Calls

Individuals are expected to provide their own portable telephones. Due to library employee work constraints, delivery of phone messages cannot be possible.

Fee

Payment of a \$ 25.00 fee for profit-making businesses or organizations must accompany the application. Refunds will be issued if cancellations are received at least 24 hours in advance.

Library Disclaimer

User of the meeting room does not constitute the Library's , its employees', or Board members' endorsement of an individual's or group's policies or views.

If necessary, the Library reserves the right to cancel the use of a meeting room.

The Tecumseh District Library is released and held harmless from any and all claims for personal injury or property damage.