

Meeting Room Use Procedure

Purpose:

The primary purpose of the meeting room is for library activities including, but not limited to, library programs, activities of the Friends of the Salem-South Lyon District Library, meetings of the Salem-South Lyon District Library Board of Trustees and its' committees and as a polling place for elections. When the meeting room is not needed for these activities, all civic, community, or educational organizations, whose purpose is non-commercial and non-profit, may use the meeting room at no charge. It is not available for social events such as showers, birthday parties, weddings or receptions.

General Regulations and Guidelines:

The meeting room is made available regardless of the beliefs or affiliations of individuals or groups requesting use of the room. Permission to meet at the library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library Staff or the Library Board of Trustees. The Library reserves the right to deny future use or access to any group that violates any part of this policy.

A. Scheduling & Fees

1. Library Administration authorizes the use of the room and maintains the schedule. For information and reservations, contact Library Administration at 248-437-6431.
2. Programs, services, meetings and events hosted by or in partnership with the library have first priority for scheduling the use of the room. Applications for times not scheduled will be considered thirty (30) days prior to meeting date on a first-come, first-served basis.
3. The meeting room is available for reservation during regular library business hours. Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including set-up and clean-up, must begin and end during library hours.
4. The library reserves the right to limit the frequency of use of its meeting room, to cancel reservations and to review any or all applications before granting approval.
5. Those wishing to reserve the meeting room must submit a completed application to the Library Administration. The application must be approved by Library Administration before a room reservation will be deemed final. Library staff will confirm if/when approval is made. Applicants must provide a \$50 deposit within two business days of application approval. The \$50 will be refunded to groups who fully abide by the signed *Terms of Agreement* and leave the room in the same condition in which it was found. Room set-up and equipment requests must be included with the meeting room application.
6. The meeting room application must be signed by an adult, age 18 or older. A member of the group must be a SSLDL cardholder in good standing. Groups comprised of minors under the age of 18 are required to have adult supervision at all times.
7. If the library is forced to close due to an emergency situation, the meeting room will not be available and Library Administration is not obligated to provide an alternate meeting space. A refund of the \$50 deposit will be issued within 10 days of this occurrence.
8. Room reservation cancellations must be made at least 24 hours in advance. If a meeting room reservation is cancelled less than 24 hours prior to the reservation, the \$50 will not be refunded.

9. The Library may cancel any meeting room reservation at any time for any reason. If this occurs, the \$50 deposit will be refunded within 10 days of the occurrence.

B. Safety

1. The Library is not liable for injuries to people or damage to property, individuals or organizations using the meeting room.
2. In accordance with library regulations, the maximum capacity of the meeting room is in compliance with local fire codes for posted public occupancy limits.
3. Exit doors must be kept clear at all times.
4. Do not move tables and/or equipment. All set-up and take-down of tables and equipment must be performed by library personnel.

C. Acceptable Room Use

1. All meetings and programs held in the library meeting room during library business hours are open to the public. All groups using the rooms shall keep noise to a minimum so as not to disturb others in the library. Meeting room programs must not interfere with library operations.
2. The Library Administration has the authority to deny use of the meeting room to any group that creates an atmosphere of conflict or disorder leading to disturbances of any kind or that interferes with the health, safety and welfare of persons in the area.
3. Groups shall abide by all of the Library's policies, as well as, all applicable laws, ordinances, codes and other rules. Violation of any regulation may result in the immediate removal of the group from the meeting room and library. If this occurs, the \$50 deposit will not be refunded. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws.
4. Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is generally prohibited, but may be permitted at the discretion of Library Administration.
5. Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room without permission of the Library Administration. Do not affix or adhere anything to the walls.
6. Food and beverages must be contained within the meeting room. The delivery of commercially prepared food such as pizza, sandwiches, salads, pasta and the like is permitted.
7. The kitchenette is not furnished with any supplies or utensils other than a sink. Groups using the meeting room must bring all supplies with them.
8. Waste must be placed in the proper receptacles.
9. The Library cannot supply any storage space. Groups using the meeting room shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.
10. If the group intends to use any substance in the course of their event that may cause temporary or permanent damage to the Library's tables, they are required to first cover the tables with the craft paper provided by the Library. Substances that require the use of the craft paper include, but are not limited to: glue, paint, crayon and marker. Failure to do so may result in the Library keeping the \$50 cleaning deposit.
11. The individual reserving the meeting room on behalf of an organization is responsible for any and all damage caused by meeting attendees or others associated with the meeting.
12. If special cleaning, repair or re-arranging of the meeting room for any reason is needed, the responsible party indicated on the meeting room application will not have the \$50 deposit returned to them.

D. Publicity:

1. The name, address, or phone number of the Salem-South Lyon District Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
2. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.
3. The person signing the meeting room contract is the contact person for the group and becomes responsible for answering questions from the public. The Library will not assume this responsibility.

Library Meeting Room Application

Organization/Group Name _____

Contact Person's Name _____

Address _____

Phone _____

Email _____

Date & Time Requested _____

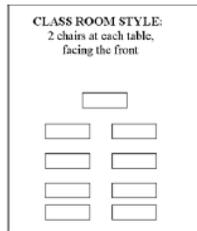
Number of Attendees Expected (75 max) _____

Length of Program _____

Purpose of Meeting Room Request _____

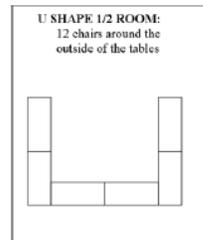
Room Set-up Requested:

_____ Classroom Style



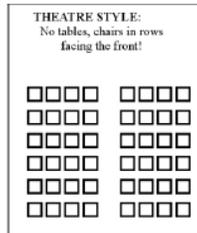
A

_____ U-Shape



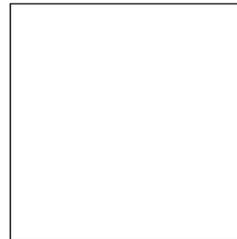
B

_____ Theatre Style



C

_____ Other (Draw or Describe)



Equipment Requested: Laptop Projector Screen DVD/Blu-ray Player Wireless Slide Advancer

Kitchenette Dry Erase Board Portable PA System Clip-on Microphone

Other _____

Terms of Agreement

Organizations or groups using the facilities agree to leave the room and equipment in the same condition in which they found them. If the group intends to use any substance in the course of their event that may cause temporary or permanent damage to the Library’s tables, they are required to first cover the tables with the craft paper provided by the Library. Substances that require the use of the craft paper include, but are not limited to: glue, paint, crayon and marker. Failure to do so may result in the organization’s or group’s forfeiture of the \$50 cleaning deposit.

Custodial costs and/or damages incurred as a result of the organization’s or group’s use of the facilities are the responsibility of and shall be paid by the applicant. Failure to vacate the meeting room by times listed in Article Five of Policy 417 will result in a \$25 charge.

All meetings and programs held in the Library meeting room during Library business hours are open to the public. All groups using the rooms shall keep noise to a minimum so as not to disturb others in the Library.

Contents, topics, subject matter, point of view, opinions expressed and literature distributed by the organization/group using the facilities do not reflect either the approval or disapproval of the Salem-South Lyon District Library.

There is no charge for use of the meeting room facilities, however donations will be accepted and should be made payable to the Salem-South Lyon District Library.

By signing this document, I acknowledge that I have read and agree to the *Terms of Agreement*.

Signature _____ Date _____

Print Name _____

Administrative Use Only

Applicant is age 18 or older? Y___ N___ Applicant is a SSLDL cardholder in good standing? Y___ N___

\$50 Cleaning Deposit

Date Received _____ Form of (check, cash, credit) _____

Date Returned (if not returned, please list reason) _____

\$25 Late Vacating Charge Y___ N___

Notes _____

Approved _____ Denied _____ Reason Denied _____

Approved By _____ Date _____

Reservation cancelled (Reason & Date)