

# Meeting Room Policy

Meeting rooms of the Mount Clemens Public Library are for the primary use of our citizens, businesses and organizations based in our community to provide a space for educational, intellectual, and cultural programs and meetings that further our mission of community engagement.

Use of the public meeting rooms are subject to availability and compliance with the terms of this policy. Provision of library meeting rooms for public use does not constitute endorsement by the Mount Clemens Public Library, or library staff, of the groups or individuals using the public meeting space. Any public meetings are not sponsored or co-sponsored by the library unless written agreement is provided by the library director or his/her designee prior to the scheduling of the meeting room.

All publicity for the public meeting room must not imply sponsorship or affiliation with the library and must contain the statement "This program is neither sponsored, co-sponsored, or endorsed by the Mount Clemens Public Library".

This policy does not apply to meetings or use of the meeting rooms by the Mount Clemens Public Library or programs which are sponsored or co-sponsored by the library.

A Meeting Room Contract must be completed and returned with appropriate fees before the room reservation will be considered final. If applying as a non-profit, the library may require a copy of an organization's 501 (c) (3) certificate or State of Michigan non-profit articles of incorporation and bylaws.

Failure to show up for your reserved time may lead to cancellation of future dates or the inability of yourself or your organization from reserving space within the Mount Clemens Public Library in the future.

- 1) Library programs, meetings and events have first priority for use of the meeting spaces of the Mount Clemens Public Library.
- 2) Use of meeting rooms are reserved for citizens, business owners, or property owners of the city of Mount Clemens and our service area. Any citizen, business owner, or property owner with a valid library card in good standing and over the age of 18 years old may reserve the meeting room for their group or organization.
- 3) Meeting rooms are available during regular operating hours of the Mount Clemens Public Library. All meetings must be ended and the room vacated and clean no later

than 15 minutes before the scheduled closing of the library. Only functions sponsored or co-sponsored by the library may extend beyond regular library hours.

- 4) A fee of \$25 will be assessed if the assigned room is not restored to proper order upon completion of use. (set fee at \$25 for all rooms, instead of \$10 for conference room)
- 5) Meeting rooms can be used free of charge by 501(c)3 organizations, or other not-for-profit organizations as deemed appropriate by the Library Director and his/her designee, for up to 4 hours. Any usage of more than four hours is subject to a fee of \$50.
- 6) For profit organizations within our service area may rent rooms at a cost of \$100. Commercial enterprises outside of our service area of any type are not permitted.
- 7) No soliciting, lobbying, fund-raising, auctions, or sales by organizations are allowed, other than the Mount Clemens Public Library or those organizations cooperating with them.
- 8) A security deposit and/or request for additional security measures may be added at the discretion of the Library in order to protect staff and citizens. Those using the meeting room will be held responsible for any damage or loss incurred during use of facilities. The Library reserves the right to deny use of the Library and meeting rooms to any group should their use conflict with Library service, our mission, or lead to disturbances.
- 9) Any reservation request may be rejected, or any previously granted permission may be withdrawn, at the discretion of the Library.
- 10) Any group using the library will be limited to one (1) use per month and up to a total of twelve (12) uses per calendar year.
- 11) Users of the meeting room cannot charge admission fees, nor can they use the room for any fundraising activities except library or city related events.
- 12) Activities of the group requesting meeting space must be confined to the room being requested. No usage or rights to other areas of the library are included with the meeting room booking.
- 13) Light refreshments are permitted in the meeting rooms. Meals can only be served with the approval of the Library Director.
- 14) No alcoholic beverages are permitted in the library without advance approval by the library board of trustees.
- 15) All users of the room must agree to comply with the Mount Clemens Public Library Code of Conduct, Unattended Child Policy, local ordinances, and state and federal laws that apply. The responsible party must inform program attendee's aware of the library policies and regulations.

- 16) A group wishing to use the media equipment made available by the Library must make that request at the time of application. The group shall provide a qualified operator for any equipment used. Use of electrical or other equipment must conform to normal fire and safety regulations. Equipment, of any kind, not supplied by the library, with the exception of a laptop computer, is prohibited without prior approval.
- 17) Taping, stapling, or tacking of materials to the walls or other furnishings is prohibited.
- 18) Political organizations may use the meeting rooms provided meetings do not include fundraising. They may include business meetings, issue discussions, and candidate forums.
- 19) All meetings held in the Mount Clemens Public Library are open meetings and accessible to the public.

**Failure to comply with any of the above rules may result in disapproval of future meeting room use by applicants or groups of which they are a member.**