

# **Shelby Area District Library Meeting Room Policy**

As a community service, the Shelby Area District Library makes its meeting room available for non-profit use by community groups. This room seats 35 people. Persons using the room may rearrange the room to serve their needs. If the room is rearranged, persons using the room are required to return the room back to its original set-up style.

The use of the room for community meetings or programs must be in accordance with the Library policy. We have tried to establish policies and procedures that are fair and that maximize the availability of our meeting room for community use.

Please read the meeting room policy and rules carefully before requesting the room. We appreciate your cooperation and look forward to providing your group with a pleasant meeting place.

## **Meeting Room Policy**

The primary purpose of Shelby Area District Library's meeting room is to provide a facility for Library-related activities. The needs of the Library for in-house use of the meeting room take precedence over the use of the meeting room by outside groups.

When the Library meeting room is not being used for Library-related programs, the room is available for non-profit use by local community groups. The groups may use the meeting room for private meetings or to present programs for the general public. Groups may not charge admission or require donations for their meetings unless it will offset the cost of program supplies or refreshments.

Programs for the public must be consistent with the informational, educational or cultural purposes of the Library and must be non-solicitational and/or non-commercial in nature.

Meetings, events, programs or activities that might disturb regular Library operations are not permitted. If a meeting or event in progress does disturb regular Library operations, the Library reserves the right to immediately terminate the meeting or event. The group, upon notification of a disturbance, will immediately discontinue the disturbance or vacate the premises.

Programs must be scheduled to begin and end during the hours the Library is open. Light refreshments are permitted in the meeting room. The group is responsible for removing their trash off the premises.

The applicant, who must be 18 years of age or older, assumes the responsibility for complying with the Meeting Room Policy, is responsible for room clean up, and shall return the room to the posted standard meeting room arrangement. Library staff is not available to assist in any way during set up or use of the meeting room.

An applicant will be billed for any clean-up costs and damages. The applicant accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear and tear.

The adult who is requesting to use the Library meeting room must be a Shelby Area District Library cardholder who resides, goes to school, or works in the Library's service area. Library sponsored programs and Friends of the Library programs are exempt from this policy since their activities and programs fall within the service goals of the Library.

A fee may be charged if the group's use of the room has resulted in the need for repair to Library furnishings or equipment or if excessive clean-up is required by Library staff. Imposition of this fee will be at the discretion of the Library Director.

## **How to Book the Meeting Room**

To request use of the meeting room:

- You must be 18 years of age or older and you must be a Library cardholder who resides, goes to school, or works in the Shelby Area District Library's service area.
- You must reserve the room in advance. Tentative reservations can be made by phone, but a completed application form must accompany your request.
- You must fill out a meeting room application form to request use of the meeting room (forms are available at the library and on our website [www.shelbylibrary.org](http://www.shelbylibrary.org)).
- You are NOT permitted to use the room until your request has been approved.

## **Meeting Room Rules**

- Reservations for a regular meeting by the same group will be accepted no more than two months in advance.
- In general, the meeting room may be used no more than once a month for private meetings or public meetings by any organization, chapter, division, or branch of a group.
- The name, address, or telephone number of the Library may NOT be used as the contact address or headquarters of an organization.
- 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 unless the activity is being co-sponsored by the Library.
- If refreshments are served, attendees are to be clearly advised by the group leader that food and/or beverages are not to be taken into any Library areas other than the meeting room. Groups are expected to clean up after themselves and remove their trash.
- Alcoholic beverages, smoking, and weapons of any type, except officers of government jurisdictions or individuals with a lawful permit, are not permitted in the meeting room.
- Prompt notification to the Library of cancellation of a meeting is required. It is the group leader's responsibility to notify its members/audience if the scheduled meeting or public program is to be cancelled. The Library does not post signs, etc. about such cancellations.
- An adult leader shall be present at all times and responsible for the supervision of any groups of children (under the age of 18) using the meeting room.

- The meeting/program must be held within the confines of the meeting room and shall not cause disturbance to those using the Library's public areas or the reception area.
- During a meeting or program that is open to the public, no admission fee or donation requests are permitted. No items may ordinarily be sold unless for the profit of the Library.
- The Library does not endorse the views expressed by any group or individual using its meeting room but does endorse the right of those individuals or groups to express their views, so long as they abide by the policies and rules governing the use of Library's meeting room.

### **Important...Please Note**

- Failure to abide by these rules for meeting room use may be justification for denying the group further use of meeting rooms.
- The Library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting rooms.
- The adult filing an application to reserve the meeting room must agree to assume full responsibility for any damages to the facility or equipment which may occur as a result of the group's use.

### **For More Information**

If you have any further questions about the Library's meeting room, please call 231-861-4565.

*Adopted by the Shelby Area District Library Board of Trustees on September 22, 2015*