

## Meeting Room Use Policy

### Policy Statement

The Clinton-Macomb Public Library (CMPL) provides meeting rooms so that the library can promote its program of service to the community. The library board of trustees recognizes that the library facilities belong to the community and permits facilities use by established non-commercial groups and organizations based in Clinton or Macomb Township.

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### Regulations

1. This policy is subject to change at any time.
2. Library, library related and library-sponsored or co-sponsored programs have priority in the use of the facilities.
3. Public meeting room reservations are available to non-commercial, non-profit groups in Clinton and Macomb Townships. The library may require a copy of an organization's 501 (c) (3) certificate.
4. Groups may reserve public meeting rooms up to two times per month.
5. Meetings shall only be for civic, cultural or educational purposes. Meetings of an infomercial nature (including selling a product or service and/or soliciting new customers) or commercial ventures are not permitted.
6. Meetings that may disturb regular library functions are not permitted.
7. Groups subject to the Michigan Open Meetings Act shall conduct all meetings in compliance with the law. All other groups shall have the right to determine admission to a meeting subject to all federal, state and local laws. The library reserves the right for staff members to enter a room at any time.
8. Applicants must be age 18 or older and have a CMPL resident card in good standing. The library will share the name and telephone number of the applicant if there are any inquiries from the general public about the meeting or organization.
9. A completed application form must be submitted to the administrative assistant for each date requested. Applications will be accepted between one week and two months prior to the requested reservation date. Applications received beyond the two-month limit, that are incomplete, or that include multiple date requests will not be accepted or retained. With the exception of library programs, meeting rooms are available on a first come, first served basis.
10. A meeting room shall only be scheduled for use during regular library hours and should include sufficient time to setup and vacate. Meeting rooms must be vacated at least 15 minutes before the close of regular library hours. If a meeting runs late, a \$25 fee may be assessed for every 15 minutes beyond the vacate deadline and the group's meeting privileges may be suspended.

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11. Cancellations without 24-hour notice or failure to show for a reserved room may result in the suspension of a group's meeting privileges.
12. Any application may be rejected, or any previously granted permission may be withdrawn, at the discretion of the library director or staff member authorized by the library director.
13. A meeting may be cancelled in accordance with library policies for temporary closures or emergency procedures.
14. All room setup, amenities and equipment needs shall be indicated on the application form. Last minute changes may not be accommodated.
15. Permission to meet at the library does not constitute the library's endorsement of a group's policies or beliefs. The reservation of a specific meeting room, or portion thereof, does not entitle the group to the use of any other room in the library.
16. A group shall not use the library's name for any purpose other than to indicate the location of the meeting. The name, address, telephone, or email address of the library shall not be used as the address, information/registration contact source or headquarters for any group using the library for meeting purposes, the only exception being the Friends of the Library.
17. Any publicity regarding meetings held at the library must contain the following statement: "This program is neither sponsored nor endorsed by the Clinton-Macomb Public Library."
18. Any publicity designed for an audience beyond the members of the group must be approved in advance by the library's administrative assistant.
19. Literature may be distributed in the room during the meeting, but commercial advertising, such as coupons or testimonials, will not be permitted. The placement of signs, banners and materials outside of the assigned meeting room is not permitted unless approved in advance by the library director.
20. Groups may charge fees for learning materials, course credits or food service not used as a fund-raiser; admission charges are prohibited.
21. The library prohibits the sale of merchandise and other fundraising activities for non-library purposes on library property. The only merchandising and fundraising activities permitted are library-sponsored activities or activities permitted by contract with the library. Any sale or activity must be requested in writing and approved in advance by the library director.
22. Food is permitted during a meeting but no cooking facilities are available. The group is responsible for cleanup and must bring its own supplies (coffee cups, napkins, etc).

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23. Alcoholic beverages are prohibited in or on library property without advance approval by the library board of trustees.
24. The use of candles or other incendiary objects is prohibited.
25. Taping, stapling or tacking of materials to the walls or other furnishings is prohibited.
26. Library staff will unlock a room for any member of a group even if the responsible party is not present. A key to a room may be obtained by any member of the group with a valid library card.
27. The facility must be left in the same condition it was prior to the meeting. If special cleaning or re-arranging of the facility for any reason is needed, the responsible party indicated on the meeting room application may be charged a minimum of \$50.
28. Use of any kind of equipment not supplied by the library is prohibited without the advance written approval of the library director, associate director, branch manager or administrative assistant.
29. Directions for technology use will be provided in the meeting room as well as at the nearest service desk. Library staff will provide basic technology assistance, within reason, with library-provided equipment.
30. All users of library facilities agree to comply with all applicable laws and local ordinances.
31. The responsible party must make program attendees aware of the library's policy and its regulations.
32. All groups using a room must be under adequate adult supervision with an adult in attendance at all times. The supervising adult must accept responsibility for the repair or replacement of any damaged facilities or equipment.
33. Meeting room capacity is indicated on the application form. The supervising or responsible adult shall comply with capacity limits and/or local fire department occupancy regulations.
34. The library shall not be held liable for any injury sustained or damage done that is related to the use/misuse of equipment or facilities.
35. No tipping or other payment or compensation to library personnel is permitted.
36. Reservations are not considered confirmed without the approval of the administrative assistant. Any exceptions must be requested in writing and approved in advance by the library director.
37. Failure to comply with the terms of this policy may result in a forfeiture of meeting room privileges as determined by the library director.

38. A customer or group whose privileges have been suspended or revoked may have the decision reviewed by the board of trustees.

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Approved: July 20, 2016  
Clinton-Macomb Public Library Board of Trustees