

Study and Cannon Conference Room Use Policy

Policy Statement

The Clinton-Macomb Public Library provides study rooms at all three locations and the Cannon conference room at the Main Library hereafter “rooms” for informal groups to meet without disrupting quieter areas of the library.

Regulations

1. Library, library related or co-sponsored, and Friends of the Clinton-Macomb Public Library programs and meetings have priority in the use of the rooms. Rooms are available on a first come, first served basis for all other eligible users.
2. Meetings shall only be for civic, cultural or educational purposes. Fundraising, selling products or services and/or soliciting customers is not permitted.
3. Rooms are available at no charge to resident/property owner library cardholders in good standing.
4. Subject to availability, as a courtesy, rooms may be used by law enforcement, elected officials, members of the armed services and other government employees as long as the use is for official business. A professional identification card with a photo must be presented.
5. Reservations may be made up to 30 days in advance for up to 3 hours per session and up to 6 hours per week. A cardholder may have one active registration per day.
6. Rooms must be scheduled for use during regular library hours and should include sufficient time to setup and vacate. 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 cardholder’s meeting privileges may be suspended.
7. Rooms become available at the beginning reservation time and should be accessed using the 4-digit access code provided with the reservation confirmation. The reservation must be claimed or the library notified within 15 minutes of the scheduled reservation starting time or else it will be cancelled.
8. Any reservation may be rejected, or any previously granted permission may be withdrawn, at the discretion of the Library Director or staff member authorized by the Library Director. A customer whose reservation has been rejected or withdrawn may have the decision reviewed by the Library Board.
9. A meeting may be cancelled in accordance with library policies for temporary closures or emergency procedures.

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10. Rooms may be used beyond the ending reservation time if no other reservations have been placed on the room. As the access code will no longer work beyond the reservation time, care should be given by the attendees to ensure one person remains in the room to let anyone temporarily exiting the room to reenter. If a new reservation becomes active for the room, users with the expired reservation are expected to vacate the room within 5 minutes of being notified. Failing to vacate the room promptly may result in the loss of library privileges.
11. The responsible party must make meeting attendees aware of and comply with the library's policies, including *CUS-2 Code of Conduct*. The library cannot guarantee that rooms are soundproof. Lighting levels shall be kept at a level conducive to appropriate use of the room.
12. Users of rooms may be asked to leave if library policies are not being followed and/or if a room is being used inappropriately. Failure to comply with library policies may also result in a forfeiture of library privileges as determined by the Library Director. A customer or group whose privileges have been suspended may have the decision reviewed by the Library Board.
13. The cardholder making the reservation shall accept all responsibility for leaving the room in the same condition it was in prior to the meeting. Moving tables, or taping, stapling or tacking of materials to the walls or other furnishings is prohibited. Light snacks and non-alcoholic beverages in closed containers are permitted. Carry-out food is permitted only in the café area. Users are responsible for cleanup and must bring their own supplies. If special cleaning is needed, the cardholder making the reservation may be charged a minimum of \$50.
14. The use of candles or other incendiary objects is prohibited.
15. Study rooms accommodate 1 to 8 people depending on room size as indicated by the number of chairs in the room. The Cannon conference room accommodates a minimum of 8 people and a maximum of 12 people. Additional chairs may not be added to a room.
16. Meetings that may disturb regular library functions are not permitted.
17. 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 room does not entitle the group to the use of any other room in the library.
18. Any publicity regarding meetings must contain the following statement: **"This program is neither sponsored nor endorsed by the Clinton-Macomb Public Library."** Any publicity designed for an audience beyond the members of the group must be approved in advance by the Library Director or staff member authorized by the Library Director. The library's name, address, telephone or email address shall not be used for any purpose other than to indicate the location of the meeting.

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19. Literature may be distributed in the room during the meeting, but commercial advertising, such as coupons or testimonials, is not permitted. The placement of signs, banners and materials outside of the assigned room is not permitted unless approved in advance by the Library Director.
20. Groups may charge fees for learning materials or course credits; admission charges are prohibited.
21. Directions for technology use will be provided at the nearest service desk. Library staff will provide basic technology assistance, within reason, with library-provided equipment.
22. Use of any equipment not supplied by the library must be approved in advance by the library director or staff member authorized by the Library Director.
23. The library shall not be held liable for any injury sustained or damage done that is related to the use/misuse of equipment or the rooms.
24. Users of the rooms shall comply with all applicable laws and local ordinances including, but not limited to, the Michigan Open Meetings Act. 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.

Approved: February 16, 2022
Clinton-Macomb Public Library Board of Trustees