

Briggs District Library
St. Johns, Michigan

Special Services

Subject: Meeting Rooms

Date: Adopted 5/2/16

Briggs District Library provides a meeting room for public and library use. As a service to the community, the Library Meeting Room is available for recreational, cultural and civic purposes. A \$10.00 an hour charge is assessed for individuals/organizations outside the Library's service area. There is no hourly charge for non-profit groups/organizations. The program and meeting needs of the Library take precedence over meeting room use requests made by other community groups.

In accordance with the Michigan Public Accommodation Act, this tax supported facility may be used only by groups whose membership is open to all without restriction based upon race, sex or religious creed. Activities such as private showers, receptions and parties are not allowed. The room is not available for partisan political rallies or for fundraising events with the exception of the Friends of Briggs District Library and Briggs District Library. Book clubs, hobby groups, recovery groups, study and discussion groups are examples of activities suitable for the library meeting room. All groups using the room must be under adequate adult supervision, with an adult in attendance at all times.

Reservations are made no more than three months in advance. Groups wishing to use the room must fill out an application, in duplicate, a minimum of 1 week prior to use. Application must be made at the Library. The Library Director or his or her designee will review the application and make a determination about availability of the room on the requested date and whether or not the requested meeting falls within the Library policy. Return of a sign application will designate approval for use of the room. No group may consider the Library its permanent meeting place or use the Library as its mailing address.

A staff member will give the representative of the group a copy of the Meeting Room Policy. The group is responsible for adhering to the given guidelines. The Briggs District Library reserves the right to prohibit a group's further use of the meeting room for disorderly conduct or failure to abide by the Library's policies, procedures or guidelines. The person signing for use of the meeting room is responsible for assuring that the use of the room complies with library policies. The Library reserves the right to monitor and terminate a meeting or event if it becomes disruptive to normal library operations.

The room must be vacated at least 10 minutes prior to closing of the building. In unusual circumstances an organization may be approved to use the meeting room when the Library is closed. Such usage will be approved only by the Director or his/her designee. A charge of \$25.00 will be made as the use of the meeting room requires Library staff to open or close the building and/or for building security.

No admission fee is to be charged for meetings or exhibits. A non-profit fee to cover cost of light refreshments, expenses for a speaker, film rentals, etc. may be charged with approval by the

Library. Fees to cover only the cost of materials and supplies may be charged by publicly-funded institutions and accredited educational facilities. There shall be no solicitation for donations or selling of products or services at the meetings.

Refreshments may be served for organizations paying a \$5.00 janitorial fee. The group must provide its own utensils for serving and preparation. Alcoholic beverages are not permitted on City Property. Smoking is not permitted on Briggs Public Library property and the burning of any materials including incense and candles is prohibited.

Meeting room set-up is the responsibility of the applicant. The room must be returned to its original condition after use. A \$20.00 fee will be assessed if the room is not returned to its original condition. Items to be displayed shall not be taped or tacked to walls or moldings.

The Library assumes no responsibility for any materials on display. The sponsoring group is responsible for supervision and security. The group must also assume responsibility for any necessary insurance for loss, fire and damage.

Groups using the room agree to indemnify and hold harmless the Briggs District Library, its agents and representatives, from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment. Groups using the room are responsible for the condition of the room. They will be billed for any damage to the room as a result of their use.

By applying for use of the meeting room the sponsoring group acknowledges that its activity is not sponsored by the Briggs District Library and agrees that they will not identify the above organizations as parties associated in any way with their group's activities in any of their literature or publicity.

Applicants will notify the Library if their meeting has been cancelled and they no longer need the meeting room. Upon adequate notice, the Library reserves the right to withdraw permission for the use of any meeting room. The Library will make a concerted effort to contact an applicant in cases where the library must close on short notice for inclement weather or an emergency but cannot guarantee contact will be made based on the nature of the individual situation.

Attendance must not exceed the posted capacity of the meeting room. Groups using the room are responsible for staying within the 25 person capacity of the room.

If permission for the use of the meeting room is denied, the applicant may appeal to the library director; if the director further denies permission and the applicant is dissatisfied with the reasons offered, an appeal may be made to the Briggs District Library Board through the Library Board President.

MEETING ROOM USE APPLICATION

Date of Use

Date of Request

Name of Organization

Name of Responsible Party

Position in Organization

Address

Telephone

Purpose of Meeting

Number Attending

Equipment Needed

Is Organization:

Profit _____

Non-profit _____

Inside Service Area _____

Outside Service Area _____

***There is a \$10/hour charge for individuals/organizations outside the library's service area**

Date of Use (one date per application)

Time (note start and end of meeting)

By signing the form the applicant acknowledges that he/she has read the meeting room policy and agrees on behalf of the above named organization to conform to all rules, regulations and responsibilities as set forth in said policy. Meeting room set-up is the responsibility of the applicant. Room must be returned to its original condition after use.

Signature

The above named organization: IS IS NOT authorized to use the Meeting Room at the Library on the date, during the time, and for the purpose specified above.

Staff Signature