

Briggs District Library
St. Johns, Michigan

Special Services

Subject: Meeting Rooms

Date: Adopted 5/2/16; Revised: 11/11/21

Briggs District Library provides a meeting room for public use. Those using the Meeting Room agree to abide by the guidelines set in this policy.

Groups wishing to use the room must fill out an application. 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 library director or his or her designee will review the application. 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. Reservations are made no more than six months in advance. No group may consider the Library its permanent meeting place or use the Library as its mailing address.

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. The Library reserves the right to monitor and terminate a meeting or event if it becomes disruptive to normal library operations. Individuals or groups using the room must sign in and out at the Circulation desk. Attendance must not exceed the posted capacity of the meeting room. The room must be vacated at least 10 minutes prior to closing of the building. A \$20.00 fee will be assessed if the room is not returned to its original condition. Refreshments may be served for organizations paying a \$5.00 janitorial fee

The library Director and/or her designee may approve the use of the Meeting Room when the Library is closed. In these instances, a charge of \$25.00/hour will be assessed.

All groups using the room must be under adequate adult supervision, with an adult in attendance at all times. Items to be displayed shall not be taped or tacked to walls or moldings.

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.

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. The Library will make a concerted effort to contact an applicant in cases where the library must unexpectedly close during normal operating hours.

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