

## PORTAGE DISTRICT LIBRARY

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### Community Meeting Rooms Policy

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The mission of the Portage District Library (“Library”) is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides community meeting rooms for Library programs as well as Library business meetings. When the community meeting rooms are not scheduled for Library-sponsored or co-sponsored events, they may be used by the public within the parameters set by the Policy. The community meeting rooms are intended to host organized meetings and are not available for private, party-type functions such as birthday parties and showers. The restrictions of this Policy regarding Application and Scheduling do not apply to Library-sponsored or co-sponsored events. The regulations in the policy apply to all community meeting rooms unless otherwise specified.

**A. Application, Scheduling and Rental Charges of the Library’s Community Meeting Rooms:**

1. Community meeting rooms may be reserved by any person, group or organization.
2. Library use of community meeting rooms takes precedence over all other uses. If the Library should find it necessary to cancel a scheduled activity in a community meeting room, then the Library Staff person in charge of room reservations will notify the User that booked that room that other arrangements must be made. A full refund of the room fee will be issued to the User. The Library shall not be responsible for any loss, damage or other claim based on the cancellation.
3. Application Process.
  - A. Any person 18 years or older may fill out an application for the community meeting rooms. If the person is filling out the application for a corporation or organization, that person must have authority to do so.
  - B. The Library will contact the User to confirm that the reservation is accepted. Users should not assume that the reservation is complete upon submission of the application.
  - C. If you need to cancel the reservation, the User must provide the Library 24 hours’ notice.
  - D. At the time of application, the User must sign a community meeting room Application that includes Waiver of Liability prepared by the Library. The Library is released and held harmless from any and all claims for personal injury, property damage or other claims as a result of the use or application to use the community meeting room.
  - E. Users shall not promote that the event or meeting is at the Library until the Library confirms the reservation is accepted. The Library shall not be used as the address, information contact source, or headquarters for Users using the Library community meeting rooms.
  - F. Reservations may not be transferred to other Users.

4. Any use of the community meetings rooms is not sponsored by the Portage District Library unless sponsorship is expressly approved in writing by the Portage District Library. Groups shall not cause a probability of confusion or misunderstanding as to sponsorship of their use of the community meeting rooms by the Portage District Library.
5. Rooms are to be booked on a first-come, first-served basis in two-hour blocks of time, and may be reserved a maximum of two months in advance. A community meeting room rental charge shall be required as set forth below and the fee is based on whether the User is a governmental entity or a private non-profit corporation with Section 501(c)(3) exemptions. Room access will be denied if payment of the rental charge is not received prior to the start of the rental period.

SINGLE ROOM RENTAL PRICES are as follows per two-hour block:

<b>Meeting Room</b>	<b>Rental Rate</b>	<b>501-C3/Gov. Rental Rate</b>
Austin Lake Room	\$55.00	\$25.00
Sugarloaf Lake Room	\$50.00	\$20.00
West Lake Room	\$50.00	\$20.00
Gourdneck Lake Room	\$30.00	\$15.00
Long Lake Room	\$20.00	\$10.00

COMBINED ROOM RENTAL PRICES are as follows per two-hour block:

<b>Meeting Room Combinations</b>	<b>Rental Rate</b>	<b>501-C3/Gov. Rental Rate</b>
Austin Lake + Sugarloaf Lake + West Lake Rooms	\$155.00	\$ 65.00
Austin Lake Room + Sugarloaf Lake Room	\$105.00	\$ 45.00
Sugarloaf Lake Room + West Lake Room	\$100.00	\$ 40.00
Gourdneck Lake Room + Long Lake Room	\$ 50.00	\$ 25.00

Exceptions to these community meeting room rental charges may only be granted by the Library Director.

6. A two-tier system has been created to delineate between non-profit organizations and other groups or for-profit organizations. Groups wishing to take advantage of the non-profit price tier must present either proof of their 501-C3 status, or proof of their government relationship at the time of booking.
7. Set-up and tear-down of a community meeting room is the responsibility of the User and must be accounted for within the block of reserved time. Chairs and tables are provided at no additional charge. Any time spent prior to, or after the reserved time, may result in an additional charge of one or more two-hour blocks of time. At the conclusion of a meeting, the room should be left in the same condition as it was found or an additional fee will be assessed equal to a minimum of one two-hour block of time for clean-up.
8. Any damage done, whether accidental or due to negligence, including the need for special cleaning, will result in the billing of the User for the actual cost of the cleaning, repair, and or replacement of the damaged article(s).
9. Users must be completely out of their community meeting room one-half hour prior to the Library’s closing time. If a User remains past the Library’s posted hours of operation, an additional fee of (\$100.00) one hundred dollars may be charged to the User. Users must be out of the rooms by:

8:30 p.m. - *Monday - Thursday*

5:30 p.m. - *Friday*

4:30 p.m. - *Saturday*

*Note: Meeting rooms are not rented on Sunday.*

Use of the Library's community meeting rooms is not permitted before or after Library hours or when the Library is closed.

10. Each community meeting room contains the following equipment, which is available at no additional charge: Computer Projector, VCR, DVD, Dry Erase Board and Dry Erase Markers, and Cordless Microphone. Additional equipment including a Slide Projector, Movie Projector, Overhead Projector, and Podium are also available. It is the responsibility of the organization using the room to double check that their equipment is compatible with that of the Portage District Library. To do this, please contact the Meeting Room Coordinator at least forty-eight (48) hours prior to room use. All Equipment must be requested at least forty-eight (48) hours prior to room use.

**B. Rules and Regulations Regarding Community Meeting Rooms:**

1. Food and drink are permitted but must remain within the User's rented room. Coffee pots are available, however the Library does not supply coffee, cream, sugar, serving ware, etc. As per fire codes, no open flames of any kind are allowed within the Portage District Library.

**NO ALCOHOLIC BEVERAGES ARE ALLOWED ON LIBRARY PREMISES EXCEPT FOR LIBRARY SPECIAL EVENTS - WITH THE APPROVAL OF THE PORTAGE DISTRICT LIBRARY.**

2. No tobacco use is allowed inside the Library.
3. The community meeting rooms are used for multiple purposes and therefore nothing may be permanently affixed to the walls.
4. The community meeting rooms shall not be used for any unlawful purposes, and anyone using the meeting rooms will abide by all Library policies, rules and regulations.
5. The Library is not responsible for loss or damage to exhibits left in the community meeting rooms or for the personal property of those attending the meetings.
6. In accordance with the Elliot-Larsen Civil Rights Act, the Library, as a tax supported facility, may be used only by those groups whose membership is open to all people without discrimination because of religion, race, color, national origin, age, sex, height, weight, familial status or marital status.
7. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property. Users shall not use the community meeting room for fundraising, commercial purposes, or selling goods or services. The exception to this rule is for the following:

- a. The sale of books, CDs and other items by authors or artists and Library sponsored or co-sponsored events;
  - b. Events for which the proceeds are used for Library programs or for the benefit of the Library, provided that the Library accepts the donated proceeds. However, the User must be authorized by law to conduct the fundraising or solicitation
8. Users of the community meeting room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every twenty (20) minors. This ratio may be altered by the Library director depending on the age of the minors.
  9. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the community meeting rooms.
  10. Users shall permit no more persons than is stated by occupancy requirements.
  11. The Library staff may attend or observe any event or activity in the community meeting room.

**C. Violation and Appeal Section:**

The Library Director or the Director's designee may restrict access to Library facilities, including the Library community meeting rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

- A. Incident Reports: Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges: Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:
  1. *Initial Violation:* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
  2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

- C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of Library Staff and/or patrons shall be handled as follows:
1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.
  2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Policy before their privileges may be reinstated.
- E. Damages: If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.
- F. Right of Appeal: Users may appeal a decision in writing to the Library Director within ten (10) business days of the date of the letter stating why Library privileges should be restored. The Library Director or a designee will respond to the appeal in writing within ten (10) business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.