

## **Meeting Room Policy November 2019**

### **I. Meeting Room Information**

The Big Rapids Community Library (BRCL) has one large meeting room space and one smaller study room/tutoring space, the Literacy Room.

Groups using any meeting room space in the library must abide by the library's non-discrimination policy and meet the Americans with Disabilities Act requirements. The Meeting Room is available to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities. All meetings must be open to the public. The library reserves the right to make available the name and phone number of the person or group making a reservation to anyone inquiring about the event.

A. Meeting rooms are available for use during library hours. Library Hours are 11 am - 6 pm Monday to Friday, and 10 am- 3 pm Saturdays. Meetings will not generally be scheduled before or after library hours. Special requests for before or after hours use of any room should be made at the time of reservation. If approved, a library staff person must be hired at the rate of \$25 per hour to be present during the use of the room.

B. Library sponsored activities have priority and a group may be required to reschedule a meeting if it is in the library's best interest. The library will do its utmost not to interfere with scheduled meetings and adequate advance notice will be given.

C. Meetings may be scheduled no more than 3 months in advance. Events cannot be booked more than twice a month per individual organization (at the director's discretion). The community room is scheduled on a first-come, first-served basis. All meetings must allow library staff access to the room.

D. Reservations will not be accepted for a series of meetings that designate the Library as a regular meeting place for more than 12 meetings each calendar year unless an exception is granted by the Library Director.

Groups requesting meeting facilities for a series of meetings must submit, in writing, a list of specific dates and times.

E. The library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the library meeting rooms. If a recurring reservation is not used two times consecutively, all remaining reservations will be cancelled, and the group will be so notified.

F. Groups are responsible for maintaining order and are liable for any damage to library property. All library policies must be adhered to including, but not limited to, the Library Code of Conduct and Rules of Behavior (see [www.bigrapidslibrary.org](http://www.bigrapidslibrary.org)).

G. Open flames and incense are prohibited throughout the library.

H. Alcoholic beverages are prohibited in the library or on library grounds.

I. Parents must supervise juvenile groups, with a ratio of no less than one adult per 10 children.

J. No individual, group, or organization shall use the meeting room facilities after 10pm.

K. No items are to be adhered to any surface unless given express permission by library staff. Tacking or writing on inappropriate surfaces is deemed a violation of this policy and those using the meeting rooms may be subject to a fee for violation of this policy.

L. Set up and clean up must take place within the time allotted for the meeting. Room set-ups are to be done by the sponsoring organization. Any and all rooms must be returned to their original configuration at the conclusion of each meeting. All trash must be removed by the reserving group and cleanup must be completed within the scheduled time period.

M. Allowing the use of meeting rooms does not connote sponsorship of the event or the organization by the Big Rapids Community Library, nor does it connote an endorsement of any group's policies or beliefs. Neither the name nor the address of the Big Rapids Community Library may be used as the official address or headquarters of any organization. Publication of misleading notices and advertisements will be considered a violation of these rules.

N. In the event of inclement weather, utility outage, or other emergency, the Library Director may cancel scheduled meetings. If cancellation becomes necessary, the library need only notify the person who made the reservation. In the event of such a cancellation, the library shall have no liability for any loss or expense if the applicant chooses not to reschedule.

O. The Library Board of Trustees reserves final authority to approve or deny applications for use of the meeting rooms.

P. Persons, organizations, groups, or businesses using the community room agree to hold the Big Rapids Community Library harmless from any injury, loss, damage, liability, costs, or expense that may arise during, or be caused by, use of the library facilities or grounds.

## II. Charges and Time of Use

A. A Fee-Based Group is defined as a group whose purpose is for that of commercial gain. This includes but is not limited to sales of goods, services, or merchandise, or those who implement the collection of entrance or admission fees.

B. A group that does not meet the definition of Fee Based Group (above, section IIA) will be considered a Not-for-Profit Group. A Not-for-Profit Group is defined as a group of people, club, or organization, who gather with no intention of commercial gain. A Not-for-profit Group will have use of meeting rooms at no charge.

C. Commercial gain means compensation in money, services, or other considerations as part of a scheme or effort to generate income or financial advantage of any kind.

D. A Fee-Based Group using library meeting rooms shall be charged a \$25 fee per hour.

E. Any group requiring library staff to be present at their meeting will be charged a rate of \$25 per hour for the time library staff is present.

F. If staff are required to open the building after hours, a \$25 per hour charge will be charged to the individual responsible for the reservation.

G. Big Rapids Community Library staff and Big Rapids Community Library Board Members may reserve meeting room space at no charge, if the meeting room is not booked more than one week before the event. The staff or board member must be present at such event.

I. The library sound system is available for musical events if staffing is available for requested date. It must be reserved and paid for (\$15) at the time of the room booking.

J. Reservation payments shall be made at the time of the room booking. Checks shall be made payable to the Big Rapids Community Library.

K. If the meeting room is not cleaned to the satisfaction of library staff, after the meeting a \$50 fee will be billed to the individual responsible for the reservation.

L. Cancellation and any changes in times or services needed for the library meeting rooms must be made via letter, email ([librarian@bigrapidslibrary.org](mailto:librarian@bigrapidslibrary.org)), or phone (231-796-5234), at least 72 hours prior to the scheduled meeting date. Not showing up for a scheduled meeting, with no prior notification, may subject the group to an additional fee at the discretion of the Library Director.

M. Any fee may be waived at the discretion of the Library Director. If a fee is not paid within 30 days of billing, the group will forfeit their future use of library meeting rooms.

#### **IV. Non-qualifying Meeting Room Uses**

Meetings not open to the public:

- A. Political campaign purposes (political forums and listening posts are permitted)
- B. Weddings, showers, reunions or individual/private parties
- C. Banquets
- D. Commercial use where personal or business profits are the chief aim of the meeting
- E. Selling or fund-raising is prohibited in the library's meeting rooms and lobby except for events that benefit the library

#### **III. Community Meeting Room Use**

A. The Big Rapids Community Library meeting room is available for use by community groups, individuals, and organizations. It has a capacity of 50 people. It has a lectern, audiovisual equipment, tables and chairs, and kitchenette.

B. Groups wishing to reserve the BRCL Meeting Room must apply in writing *at least 7 days in advance of the desired date*. The individual submitting the application must be at least eighteen years of age. The person submitting the application must hold an active BRCL card and have an account in good standing. Application forms are available at the library circulation desk.

C. The meeting room will be reviewed after group use. Those using the meeting room will be billed for the cost of cleaning, repair, or staff time if the room is not cleaned to the satisfaction of the library staff or if there is damage to the meeting space.

E. The kitchen is for serving beverages, light refreshments, and meals which are catered, or prepared elsewhere. Catering supplies and equipment must always be stored in the kitchen. *The kitchen must be cleaned thoroughly after use and trash must be removed. No food or beverages shall be left behind.*

F. Only trained operators may use the audio-visual equipment. The library must be notified at least one week in advance if library equipment is to be used; if not, the library reserves the right to deny use. It is the responsibility of the group to schedule a training session with library staff.

**V. Literacy Room (Study/Tutor Room)**

A. The Big Rapids Community Library Literacy Room is available for use by community groups, individuals, and organizations. It has a capacity of 6 persons. It has a table and chairs. The usage charge for this room follows the same guidelines as the meeting room.

B. There is a two-hour per day limit on this room for Not-For-Profit groups or individuals unless pre-approved by a librarian.

C. The Literacy Room may only be used during the library’s normal operating hours. Library Staff must always have access to the room, as it is also the location of the local history collection.

D. All policies stated above in the general guidelines must be adhered to.

E. Violation of this policy may result in denial of the applicant's future use of the room.

**VI. Fee Schedule Agreement**

I have read and understand the Big Rapids Community Library’s Meeting Room Policy and agree to abide by said policy. I understand I may be subject to the following fees:

**Fee-Based Group:**

- Booking Fee \$25.00 per hour
- \$30.00 Cleaning fee
- \$15.00 Sound system set-up fee

**Non-Fee Group:**

- Booking Fee- Free when utilized during normal hours of operation
- \$30.00 Cleaning fee
- \$15.00 Sound system set-up fee
- \$25.00 per hour staff time fee for after-hours use

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Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature