

Boyne District Library Meeting Room Policy

General Rules and Responsibilities

- In accordance with the Michigan Public Accommodation Act, any group whose membership is open to all, without restriction based on sex, race, or religion, may use the Library's meeting rooms at no charge. This includes any professional or government group, or any local, organized, non-profit group in the Library service area. The rooms may be used for non-partisan, non-sectarian, or educational programs, and for other occasional purposes which do not involve the sale of goods or services. Content of some programs may be deemed inappropriate during library hours. Rooms may not be used for birthday and anniversary parties, weddings, funerals, or other individual or family purposes.
- Library-related activities take precedence over use by any outside group. Unforeseen circumstances may require a group to be rescheduled to accommodate a library activity.
- Any fees charged by groups not associated with the Library are restricted to an amount sufficient to cover the expense of the program, materials, or refreshments.
- The rooms must be reserved in advance, and will be scheduled on a first come, first served basis. A completed application must be submitted annually to the Library staff before a reservation is confirmed. Reservations should include the amount of time necessary to set up the room, conduct the event, and clean up. Requesting a room online does not constitute approval until notification is received from the library.
- Set-up and clean-up are the responsibility of the group using the room.
- The Library does not advocate or endorse the viewpoints of any group or individual. Meetings held by non-Library groups shall not be publicized in such a way as to imply Library sponsorship. The name, address, or telephone number of the Boyne District Library may not be used as the contact person.
- An adult must be present at all times and be responsible for the supervision of any groups of children under the age of eighteen using the meeting rooms.
- No decorations, posters, or any other materials may be displayed in the meeting room without prior approval.
- The meeting/program must be held within the confines of the meeting room and shall not disturb those using the Library's public areas.
- Consumption of alcoholic beverages is prohibited, except by permission of the Board of Trustees for library sponsored events and/or fundraisers.
- Failure to abide by these rules may be justification for denying the group further use of the meeting rooms.
- The Library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the meeting rooms.
- The person named on the application will be held responsible for any damages caused by the group.
- The Library Board of Trustees reserves the right to amend these regulations at any time. For good cause, the Library Director may waive any meeting room regulation and may deny or cancel any application for meeting room use.

Community Room - Lower Level

- Seating capacity: 80 folding chairs, fewer if tables are used.
- Hours : 7:00 a.m. to 11:00 p.m.
- The kitchen is designed for serving refreshments. No meal preparation is allowed. All appliances used must be cleaned after use.
- The telephone in the kitchen is for emergency use only.
- Those using the room are responsible for setting up and putting away tables and chairs; for leaving the room, restrooms, and accessible areas in a neat and orderly condition; washing, drying and putting away any serving items used; removing all trash and debris from the building; turning out the lights, and locking the doors before leaving the building.
- The community room entrance on the north side of the building adjacent to the parking lot is the entrance to be used.
- For meetings after Library hours, keys to the community room must be picked up during regular Library hours the day of the meeting, or the day before the meeting if the Library is closed on that day. Keys should be left on the kitchen counter when the meeting is over.
- Groups that meet on a regular basis in the community room and wish to store some items at the library may apply to use one standard-sized tote, provided by the Library, which may be kept in the storage room adjacent to the community room. The Library is not responsible for the loss of or damage to any items stored at the Library. The number of totes is limited and will be issued upon approval by the Library Director.
- If any audio-visual or computer equipment is needed, it is the responsibility of the group to schedule a training session with library staff prior to the meeting. There is no library staff on call to assist with technology questions.
- No smoking is allowed on Library premises.
- The Library does **not** supply dish towels, dishes, tableware, glasses, cups, coffee or coffee supplies.
- The person named on the application form will be held ultimately responsible for any damage repair, or for any special cleaning that is required after use

Approved 4/01
Amended 9/01
Amended 9/04
Amended 10/08

Amended 1/11

Conference Room - Main Level

- Seating capacity : maximum 12
- Hours : Regular hours of Library operation. Room must be vacated 30 minutes before closing time.
- No food is allowed in the conference room.
- The room must be left in the same set-up configuration as it was found, and in a neat, clean, orderly condition.
- Any electronic equipment provided by the Library must be returned to the main circulation desk.
- Those using the room must check in at the main circulation desk before going to the conference room.

Name _____ Date _____

Community Room Checklist

Please use the following checklist to ensure the room is left in acceptable condition. Leave this form with the keys on the kitchen counter.

- Room is returned to the configuration shown on the diagrams near each door. All other chairs and tables are returned to the storage room on the proper carts.
- Any spills have been cleaned up.
- Conference board is left clean (if used).
- Electronic equipment has been turned off, and any equipment borrowed from the library has been returned upstairs at the main desk, or left on the kitchen counter if the library is closed.
- Any dishes used are hand washed and put away. Do not place dishes in dishwasher.
- Coffee maker is clean (if used), and burners are turned off. Do not unplug.
- Countertops, tables, and sink area are clean.
- Refrigerator has been left clean and your items removed.
- Carpet has been vacuumed and kitchen floor has been swept/mopped if necessary (supplies are in storage room).
- Trash has been removed from the building.
- Interior and exterior doors have been checked to make sure they are locked, including the deadbolt lock.
- Lights are turned out, including entry way and hallway (if library is closed).
- Keys and checklist are left on kitchen counter.

Approved 4/01
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**Boyne District Library
Meeting Room Use Application**

Community Room - Lower Level

Conference Room - Main Level

Name of Organization _____

Purpose of Meeting _____

Name of Person Representing Organization _____

Address _____

Telephone (Day) _____ **(Evening)** _____

Date Requested _____

OR Recurring Days _____ **Beginning** _____

Time: From _____ **To** _____

Expected Attendance _____

Equipment and Facilities Needed:

Applicant's Name _____
and its undersigned representative does hereby agree to abide by the Meeting Room Policies of the Boyne District Library, and will be financially responsible for mis-use or damage caused to the meeting room, equipment, or any other areas of the Library caused by the applicant's use of the meeting room.

By: _____
Signature of applicant or representative

Printed name as above

Signing the application form constitutes acknowledgment of the meeting room policy and the applicant's responsibility for the care and maintenance of the meeting room and equipment used.

Donations to the Library are welcome.

Approved by: _____ **Date** _____