

## **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.
- 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 staff.
- 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 from the library staff.
- 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.
- 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.

## Charges

- A ***Fee Based Group*** is defined as group whose business purpose is to sell-products or services for enterprise or a group hosting a private function.
- A ***Not-for-profit Group*** will be defined as a group that does not meet the definition of a *Fee Based Group* (see above), whose meetings are free, and open to the public. A Not-for-profit Group will have use of all meeting room space at no charge during regular library hours.
- A Fee Based Group using the Community Room, shall be charged \$25 per hour. However, if the individual reserving the room is a Boyne District Library card holder, the fee will be \$20 per hour.
- Boyne District Library staff may reserve the Community Room at no charge, as long as the meeting room is not booked more than one week prior to the event. The staff member must be present at the event.
- A group may request, for an additional \$50.00, fee paid at least one week in advance, the set-up and tear-down of the community meeting room chairs and tables. Cleaning of the tables, kitchen, & floors, and trash removal will still be the responsibility of the booking party.
- Payment shall be made at the time of application. Checks should be made payable to the Boyne District Library. The library is also able to accept credit card payments.
- If the meeting room is not cleaned in accordance with the Room Cleaning Checklist and to the satisfaction of the library staff, an additional \$50 fee will be billed, to the booking party, after the meeting.
- Exceptions may be granted at the discretion of the library director or library board of trustees. If a cleaning or no-show invoice is not paid within 30 days of billing, the group will forfeit their future use of library meeting rooms.
- There are two meeting rooms available during library hours and can be reserved through the library's website. The Conference Room seats up to twelve people and the Small Meeting Room seats up to 8 people. There will be no use charge for the conference rooms for non-profit groups, but if needed, a cleaning fee may be imposed. If a Fee Based Group wishes to use either of these rooms, they may do so at a charge of \$25 per hour, unless the individual reserving the room is a Boyne District Library card holder than the fee will be \$20 per hour.

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

Amended 1/11  
Amended 1/17

### **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 locked cupboard located in the kitchen. The Library is not responsible for the loss of or damage to any items stored at the Library. The number of cupboards are 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 charge that is required after use

### **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.

### **Small Meeting Room- Main Level**

- Seating capacity : maximum 8
- Hours: Regular hours of Library operation. Room must be vacated 30 minutes before closing time.
- No food is allowed in the small meeting 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 small meeting room. During July and August, there will be a two-hour per day limit on the use of these rooms, unless pre-approved by the librarian.

### 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.
- 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 table in Community Room.

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

Amended 1/11  
Amended 1/17

**Boyne District Library  
Meeting Room Use Application**

- Community Room - Lower Level
- Conference Room - Main Level
- Small Meeting – Main Level

- Fee Based Group
- Not-for-profit Group

Name of Organization \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Name of Person Representing Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Email \_\_\_\_\_

Date Requested \_\_\_\_\_

OR Recurring Days \_\_\_\_\_ Beginning \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Expected Attendance \_\_\_\_\_

**Equipment, Facilities, or Technology 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 misuse 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.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Fee collected: \_\_\_\_\_ Date \_\_\_\_\_