

WHO MAY USE THE MEETING ROOM

Library related programs will receive first priority when scheduling the meeting room.

The meeting room is free to non-profit organizations while the library is open during regular library hours. A fee may be charged for meetings which extend past regular library hours. These are not to exceed two (2) hours past regular library hours and are contingent upon availability of library staff. Prior approval must be granted. The library board may grant exceptions.

The meeting room may be used by for-profit groups and a fee of \$25 per hour will be charged.

All meetings must be open to the public. No private social functions or political rallies may be held in the meeting room.

SCHEDULING

The meeting room may be scheduled by anyone 18 years of age or older. The person reserving the room is responsible for seeing that all library rules are observed by the group and therefore must be in attendance. Reservations can be made by completing the "Clinton Township Public Library Meeting Room Reservation" form.

Reservations may be made up to six (6) months in advance. ~~Reservations are required for any meeting.~~

CANCELLATIONS

Cancellations must be made by contacting the Director or a Library Assistant.

The Library reserves the right to cancel meetings.

EQUIPMENT

Basic room equipment includes tables and chairs.

A kitchenette, audio/visual equipment, and a marker board are available upon request.

Telephones are not generally for public use. If it is necessary to make a brief local call, please ask at the desk.

ABUSE

Abuse to the meeting room will result in the termination of further bookings to the group responsible. Charges for extra cleaning or repairs will be assessed to the group responsible.

OTHER

Library staff will be responsible for opening and closing the meeting room.

Groups using the meeting room are responsible for setting up.

Groups are responsible for leaving the facility used in the same condition in which they found it.

The library makes no provisions for storage of group supplies or equipment. Any supplies or equipment left on the premises are not the responsibility of the Library.

Note: The fact that a group is permitted to meet at the Library does not constitute an endorsement of the group's beliefs or activities.

EXHIBIT SPACE POLICY

Exhibits may be scheduled by contacting the Director or Library Assistants.

Meeting Room Policy

Revised: September 13, 1994

Revised: June 8, 2006

Revised: April 16, 2018

Public Meeting Room User Agreement Form

GENERAL GUIDELINES

Meeting Room assignments are made at the discretion of the Library, based on need and availability.

A User Agreement Form must be signed by one adult prior to the event/meeting. If the event/meeting will recur, the signed User Agreement Form will be kept on file for 6 months.

The User Agreement Form is not necessary for Library-facilitated programs and events.

All individuals in attendance are subject to the terms of the most current USER CONDUCT and UNATTENDED CHILD policies while on Library property.

USE BY UNATTENDED MINORS

In the case that no adult will be present *at all times* during an event or meeting taking place in the Meeting Room, *every* minor who wishes to attend must have a signed Agreement Form from a parent or guardian.

Per Library UNATTENDED CHILD policy, the Library staff is not responsible for the safety or supervision of minor children. Children under the age of 7 years may not be in the library unaccompanied by an adult.

If the event/meeting will recur, the signed User Agreement Form for each child will be kept on file for 6 months.

USE OF FACILITIES

(A) If a meeting or event in progress disturbs regular Library operations, the Library reserves the right to immediately terminate the meeting or event. The group, upon notification of a disturbance, will immediately discontinue the disturbance or vacate the premises.

(B) Library staff will not provide assistance in setting up Meeting Rooms.

(C) Materials may not be affixed to the walls, ceilings, doors or windows. Limited decorating, such as floral centerpieces or name tents, is permitted but certain types of decorations are prohibited. Restrictions include but are not limited to:

- Confetti or other items which make cleaning or vacuuming difficult
- Decorations with metallic glitter
- Burning candles, incense, pyrotechnics or any type of open flame

(D) Chairs and tables are available, but the group is required to set them up and return them to their original position when the meeting is over.

(E) Clean-up of the room, (vacuuming, wiping down of tables, erasing white board, etc.) is the responsibility of the persons using the Meeting Room.

(F) Everyone using the Meeting Room must follow the Library Rules of Conduct which include no smoking, no alcohol and no activities that interfere with Library use or safety.

(G) In consideration of the use of the Meeting Room and Library facilities, any person or group using a Meeting Room hereby agrees to indemnify and hold harmless the Library from any and all actions and suits related to its use of such Meeting Rooms and facilities. Further, such person or group agrees to reimburse the Library for any and all costs for missing library property, consumed/eaten library-owned food/beverages, repair, or any special cleaning that may be required and all damage that may be caused directly or indirectly to the Meeting Room and/or facility by such use. Such costs will be due immediately following room use. If any person or group refuses to pay for the damage, the Library may seek legal action, and the group will lose further Meeting Room privileges.

(H) With the exception of equipment available for checkout, the Library will not provide electronic or other meeting support materials such as markers, paper, etc. Meeting organizers are permitted to bring their own equipment, but Library staff will not support its operation.

AGREEMENT-Please initial all that sections that apply and sign

Section 1

_____ I agree to the terms of use of the Library Meeting Room as specified in the PUBLIC MEETING ROOM USER AGREEMENT and the MEETING ROOM, USER CONDUCT, and UNATTENDED CHILD policies.

Section 2

_____ By signing below, I take full responsibility for the actions of the minor(s) listed below, including any costs for damaged, lost, consumed, or stolen Library property caused by my child.

Name(s) of Minors: _____

Signature

Name: _____ Signature: _____

Phone Number: _____ ID: _____

Email: _____

Today's Date: _____

STAFF USE:

Staff Initials: _____

Date Form Expires: _____