

ALPENA COUNTY GEORGE W. FLETCHER PUBLIC LIBRARY
MEETING ROOM POLICY

I. Introduction and Purpose of Policy

a. The Alpena County George N. Fletcher Public Library (“Library”) is a community resource providing access to information and a facility where ideas are exchanged. To encourage this, meeting rooms are maintained in the Library for both Library and community use.

b. Library facilities are intended for Library business needs. When they are not needed for Library use, meeting rooms are available for use by individuals and groups subject to this policy, related administrative procedures, and other Library policies. Use of the meeting rooms is subject to these guidelines.

II. Application and Scheduling of Meeting Rooms

a. General Use. Any person, group, or organization may use the Judith A. Stillion Conference Room or Small Conference room (“Meeting Rooms”), pursuant to the requirements of this policy (“Users”). The Meetings Rooms are available during regular Library hours. Requests for activities outside of normal operating hours must be approved by the Library Director. The Meeting Rooms may not be used for purely social events except as determined by the Library Board of Trustees to benefit the Library or the community as a whole.

b. Scheduling.

i. Library programs and meetings have first priority for Meeting Room use and are exempt from any restrictions. A group may be required to reschedule a meeting if it is in the Library’s best interest. The Library will try not to interfere with scheduled meetings and will try to give adequate advance notice if a rescheduling is required. 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.

ii. Applications shall be accepted on a first-come-first-serve basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events or (c) uses governed by contract with the Library having first priority. The next priority shall be given to applications that support the cultural, educational, and informational needs and interests of the community. The Library Director reserves final authority to approve or deny applications for use of the meeting rooms. The Library Director or his/her designee may grant exceptions to the rules.

1. A group requesting Meeting Rooms for a series of meetings must submit,

in writing, a list of specific dates and times. 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 Meeting Rooms. If a reoccurring reservation is not used two times consecutively, all remaining reservations may be canceled.

- iii. Non-Library sponsored or co-sponsored meetings and events will not be scheduled more than three (3) months in advance. The Library will not accept reservations until future Library programming has been completed. The Library will not accept same day reservations, except as may be permitted by the Library Director.
- iv. The Library is responsible for scheduling use of the Meeting Rooms. The program and meeting schedule will be posted and updated regularly.
- v. Groups that do not leave reserved rooms by Library closing or in time for the next scheduled use of the room will be charged an overuse fee. Groups that fail to leave any room in a clean and undamaged condition or fail to leave the rooms in their original condition, or fail to clean the kitchen (if available), may forfeit the right to use the Library Meeting Rooms and will be charged a cleaning service fee. Any groups staying later will be charged \$50/hour to cover extra costs. Staying beyond closing must be approved in advance by the Library Director and a \$100/hour fee will be charged. Any fraction of an hour will be charged as a full hour.
- vi. No user may use the Meetings Rooms more than ___ times per month.
- vii. Organizations or persons that are located within the Library service area may reserve the Meeting Rooms at no charge, as long as the person booking the room is in attendance during the meeting, holds an Alpena County Public Library card in good standing and none of the below criteria applies:
 - 1. There is a cost for participants to attend the meeting, including hourly rates, retainers, tuition, donations, or dues.
 - 2. Products or services will be sold or marketed at the meeting.
- viii. Equipment such as coffee pots, projectors, sound equipment, and video players may be available for use at no charge and must be requested at the time of reservation. It is the responsibility of the user to determine any technology compatibility issues or needs.
- ix. Reservations are secured upon receipt of a completed agreement and payment of rental fees, if any. The Library reserves the right to waive fees for community organizations whose mission is consistent with the mission of the Library.

III. General Guidelines Affecting all Library Meeting Rooms

- a. Meetings must always have at least one adult present who is responsible for the conduct of the participants. An adult is a person 21 years of age or older.
- b. Groups using any space in the Library or on Library grounds must abide by the Library's non-discrimination policy and meet Americans with Disabilities Act requirements.
- c. Presentations by a candidate or official ballot question committee, both as defined in the Michigan Campaign Finance Act, MCL 169.201 et seq, or any non-partisan organization regarding candidates or ballot questions are allowed.
- d. The Library neither endorses nor necessarily agrees with the views expressed by any group using the Meeting Rooms, but does endorse the right of those groups to express their views as long as they abide by the policies and rules governing the use of the Library.
- e. All publicity for non-Library-sponsored meetings must clearly indicate the name of the sponsoring agency and include the following language: The opinions and attitudes of groups that use the Library Meeting Rooms do not necessarily reflect those of the Library or its Board of Trustees. The activity shall not be publicized in such a way as to imply Library sponsorship or Library identification with the group without the approval of the Library Board of Trustees. (Publicity must NOT give out the Library's phone number).
- f. Prohibited Uses.
 - i. Solicitation of Library users inside the Library or on Library grounds is prohibited.
 - ii. The use of controlled substances is prohibited. Alcohol may be served with permission from the Board of Trustees with proper licensing and insurance. A copy of the license and proof of insurance must be provided to the Library Director.
 - iii. An admission fee may not be charged to attendees of events in Library Meeting Rooms unless approved by the Library Director.
 - iv. Open flames and incense are prohibited throughout the Library, except for cooking fuel.
- g. Violations and Appeal.
 - i. The Library Director or the Director's designee may restrict access to Library

facilities, including the Library Meeting Rooms, by immediately dismissing anyone from the premises, by suspending the patron's access to the 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.

- ii. Library staff shall record in writing an Incident Report of any violation of Library policies that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurs, 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.
- iii. Unless otherwise provided in this policy, 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 Library Director or Director's 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.
- iv. Violations that Affect Safety and Security.
 - 1. 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 staff and/or patrons shall be handled as follows:
 - a. 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.
 - b. 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.

- v. A 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. The Library reserves the right to reinstate with reasonable conditions.
- vi. If a user or the invitee of any user violates Library policies by causing damage to Library property, then the user shall be assessed the actual costs or repair and cleanup.
- vii. Users may appeal a decision in writing to the Library Director within ten (10) working days of the date of the letter stating why Library privileges should be restored. The Library Director or the Director's designee will respond to an appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's decision by sending a letter within 10 business days to the President of the Library Board.
- h. Use of the Library or a Meeting Room, the Library is released and held harmless from any and all claims for personal injury or property damage.
- i. This policy may be amended at any time.

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