

# Library Meeting Room Policy

- 1) The library has four meeting areas available for community use.
- 2) Activities sponsored by the Pere Marquette District Library shall have priority over all requests for use of the library meeting rooms. Booking for groups outside the library will be on a first come, first served basis, on approval of the Library Director.
- 3) 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**.
- 4) Those using the community room must comply with all governmental codes and regulations regarding the use of such rooms, including but not limited to seating capacity rules, keeping areas in front of exits clear, use of fire doors, etc.
- 5) To insure or promote the accessibility of library meeting rooms to a wide variety of community groups, no group or organization may use the rooms more than 2 times a week.
- 6) 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.
- 7) Programs and exhibits may not disrupt the use of the library by others.
- 8) The setup and breakdown of chairs, tables and other furniture is the responsibility of the group or individual scheduling the meeting room.
- 9) **Library facilities shall be left in a clean and orderly condition. Users shall pay for repair of any damage to facilities. The library will not be responsible for materials or equipment left in the building by user. Coffee, tea and light foods are permitted in the meeting room only.**
- 10) Allowing the use of meeting rooms does not connote sponsorship of the event or the organization by the Pere Marquette District Library; nor does it connote an endorsement of any group's policies or beliefs. Neither the name nor the address of the Pere Marquette District 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.
- 11) Persons, organizations, groups, or businesses using the community room agree to hold the Pere Marquette District 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.
- 12) 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 application. 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.
- 13) The library board of trustees reserves final authority to approve or deny applications for use of the meeting rooms.
- 14) Religious groups may hold meetings but not worship or instructional services.
- 15) The Library Director has the authority to work out payment arrangements with organizations for room usage.
- 16) Room usage in the conference room on the main floor of the library is available free of charge on a first come first serve basis.

## Room Request Procedures:

1. Room requests must be done online through the library website (<https://pmdl.org/library-meeting-rooms/>) Requests received after library hours of operation will be answered the next business day.
2. If you need a meeting room on the same day as your online request, please contact the library directly to check room availability or to schedule a room.
3. **If you no longer require a reserved meeting room, please notify the library at least 24 hours in advance. Failure to provide timely notice may result in the forfeiture of your security deposit and/or restrictions on future meeting room requests.**

**CHARGES and TIME OF USE**

1. **Commercial/Private groups.** Room usage by a business or commercial entity or by a private individual for a private gather (where the general public attendance is not allowed). **Commercial/Private Groups** requesting to schedule use of a meeting room will be charged \$25.00 per hour for use of meeting space during library hours. (Meetings starting/ending at the ½ hour will be rounded up to the next hour). If the Commercial/Private group needs access to the kitchen an additional \$25.00 usage applied.
2. **Community/small group meetings** requesting a room for a meeting where the general public is welcome to attend during library hours. **The responsible party is the main contact for any correspondence, issues, refund of any deposits required.**
3. **Security Deposit:** **Groups using the building after hours will receive a key for the main entrance. The responsible person must sign out the key, and a \$200 refundable deposit is required. The deposit will be refunded when the key is returned and no damage is found. Security deposit shall be made by check or cash. All garbage must be removed, as the library does not provide trash pickup. A \$25 fee will be charged if garbage is not removed. The security deposit shall be paid when the room application is submitted.**
4. 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.**
5. Room payments shall be made on the date of the event or the day prior. Checks shall be made payable to the Pere Marquette District Library.
6. The kitchen is for serving beverages, light refreshments, and meals which are catered, or prepared elsewhere. The kitchen is considered a separate room from other meeting rooms available at the library. If you need access to the kitchen there is an additional \$25.00 usage fee for Business/Private groups. The library is not responsible for providing supplies such as dish soap, trash bags, linens, serving utensils, plates, cups, silverware, or any other item needed for clean-up after use. A vacuum is available for use and is stored in the kitchen area. The kitchen must be cleaned thoroughly after use and trash must be removed. No food or beverages shall be left behind. **Alcoholic beverages are not permitted on library property.**

**FEE SCHEDULE**

Commercial/Private Groups:	\$25.00 per hour
Access to Kitchen	\$25.00 use fee
<b>Security Deposit.</b>	<b>\$200.00 (Refundable if key is returned, no damage is caused and carpets are clean)</b>
Garbage removal fee:	\$25.00 (if trash is not removed from the facility after event)
Set-up & tear down:	\$50.00 (Must be pre-arranged & pre-paid)
Clean-up charge:	\$50.00 (if room not cleaned to the satisfaction of the staff)
Computer LCD projector:	\$25.00 (For Profit/Private Groups)
Computer Rental	\$25.00 (For Profit/Private Groups)

I have read and understand the Pere Marquette District Library’s Meeting Room Policy and agree to abide by said policy. I understand I may be subject to the above fees.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print

\_\_\_\_\_  
Organization/group

The library staff and Board of Trustees are not responsible for loss or damage to items left in the community room or for the personal property of those attending the event. Groups agree to hold the library harmless from any loss, damage, liability, costs and/or expenses that may arise during or be caused in any way by use of the community room.