

## **Library Policy No. 12**

**Subject: PUBLIC MEETING ROOM/CONFERENCE ROOM RENTAL**

**Adopted by the Library Board of Trustees March 8, 2000**

**Revised February 14, 2001**

**Revised February 13, 2002**

**Revised April 10, 2002**

**Revised May 10, 2006**

**Revised November 8, 2006**

**Revised April 16, 2007**

**Revised May 12, 2010**

**Revised June 13, 2012**

**Revised January 8, 2014**

This policy addresses rules and regulations regarding the use of public meeting room space by eligible groups and organizations other than Library staff. Programs and functions sponsored or co-sponsored by the Library and The Friends of the Library shall have priority and first preference in use of the rooms, including advance reservation capability.

### **Availability and Scheduling**

The meeting room and the conference room at the Main Library are available to rent for public use.

These rooms are available to organized, non-profit educational, civic, community and cultural groups located in the Library's service area (West Bloomfield, Keego Harbor, Orchard Lake Village and Sylvan Lake). At least one member of the group must be a library cardholder in good standing, a resident of the library's service area (see above) and serve as the applicant/contact person for the meeting/organization. The applicant/contact person must be 21 years of age or older. The applicant/contact person must be present in the meeting room for the duration of the meeting.

The rooms are not available to individuals, campaign/election committees of any sort or for-profit organizations and businesses.

Meeting and conference room usage is for organized civic, educational or cultural meetings. Soliciting, lobbying, campaigning, fundraisers, raffles, auctions, parties or sales of any type are not permitted. The only fundraising, auction and merchandising activities permitted are those sponsored by the Library or the Friends of the Library, as approved by the Board of Trustees.

The meeting and conference rooms are available during regular library hours only. All meetings must end and the room be vacated no later than 15 minutes prior to library closing. Only programs and functions sponsored or co-sponsored by the Library and

the Friends of the Library may extend beyond library hours. The Friends of the Library must receive advance permission from the Director/ Board of Trustees to hold an after hour event in order to ensure proper staffing is available.

The meeting room may be reserved no more than three (3) months in advance and no later than one (1) week in advance of the use date. The conference room may be reserved no more than three (3) months in advance and no later than two (2) days in advance of the use date.

Except for Library and library-related sponsored or co-sponsored programs, a group may reserve public meeting space no more than one (1) time per month up to a total of twelve (12) times per year.

### **General Regulations**

Applicant/contact person must sign in at the adult information desk prior to the meeting and before the room will be opened. The applicant/contact person will be required to leave a driver's license, state identification or passport at the desk for the duration of the rental time. At the end of the meeting and after staff have checked the room for damages and equipment, the identification will be returned.

Meetings must be open to the public. Maximum capacity number in the rooms must be observed. The capacity for the conference room is 12 people. The capacity for the meeting room is 174 people.

No admission, donation or registration fee of any kind may be charged for meetings.

Activities of the organization/group must be limited to the room rented.

Meetings are to be concluded with participants having vacated the room and clean up completed by the time indicated on the meeting room rental application.

Meetings may not disturb regular library functions.

Smoking and/or alcoholic beverages are not permitted in the Library. Smoking is also not permitted on the outside terraces, under the covered walkways and within 30 feet in any direction of any entrance.

Eligible youth groups (comprised of 17 year olds or younger) will require responsible adult (21 years or older) supervision within the room at all times.

Placement of materials or decorations on walls or doors or outside the building is not permitted.

Users agree to clean the rented space, leaving it in the same condition as delivered prior to the meeting. Failure to return the space to its original, set-up condition will result in the assessment of a cleaning fee.

Users of the room accept responsibility for the repair and/or replacement of damaged facilities, or damaged/missing furniture and equipment, including the podium and its

internal wiring. Financial responsibility for any damages or loss of equipment rests with the applicant/contact person.

Users of the room agree to comply with all applicable federal and state laws, meeting room usage policy, Library Rules of Conduct and local ordinances.

The group requesting use of library facilities agrees to indemnify and hold harmless the West Bloomfield Township Public Library and its employees and agents against all liability to persons or property as a result of the negligence or omission of the group using the facility on the Library premises.

The Library will provide the name and telephone number of the applicant/contact person holding the meeting to persons requesting information about the scheduled meeting.

Room set-up requirements for the meeting room must be included with receipt of the contract. Room set-up changes and/or additions for the meeting room must be requested at least one (1) week in advance. Last minute requests for changes will not be accommodated. **The podium in the meeting room is wired to the floor and cannot be moved. If the podium is moved, an alarm will be triggered which will electronically notify staff. Staff will enter the meeting room to reset the alarm. IT staff will ascertain if the wiring was damaged and the applicant/contact person will be notified if a repair fee is assessed.**

Furniture rearrangement in the conference room is not permitted, as the media wiring in the center of the table is permanently wired into the floor.

A group wishing to use the media equipment made available by the Library must make that request at the time of application. The group shall provide a qualified operator for any equipment used. Use of electrical or other equipment must conform to normal fire and safety regulations. Equipment, of any kind, not supplied by the library, with the exception of a laptop computer, is prohibited without prior approval.

The meeting room's presentation system is setup for optimal performance. Only Library staff members are authorized to reconfigure and/or modify power to any equipment located in the meeting room and storage room. This includes integrating non-library equipment with the Library system for the purpose of recording or re-broadcasting. Prior arrangements must be made through the administrative office at the time of booking the room.

It is the responsibility of the group to provide for any requested, reasonable disability accommodation, such as a sign language interpreter for the hearing impaired.

Permission to meet at the Library does not in any way constitute the Library's endorsement of the group's policies or beliefs. The group may not use the Library's name for any purpose other than to indicate the location of the meeting. Any literature regarding meetings held at the Library must contain the following statement: ***"This program is neither sponsored, nor endorsed by the West Bloomfield Township Public Library."***

## **Fees**

Payment of the rental fee must accompany the completed and signed meeting room contract, including the room set up requirements, in order to have a confirmed reservation. Payment may be made by cash, check or credit card. Checks should be made payable to the West Bloomfield Township Public Library.

Rental fees are nonrefundable unless reservations are cancelled at least 48 hours in advance.

Hours of scheduling and assessment of fees shall include the total time involved for the meeting--including assembly and disassembly.

The meeting room fee is a minimum of \$15.00 for two (2) hours, with a \$5.00 fee for each additional hour.

Use of the meeting room kitchen facilities for preparation of light refreshments and snacks may be arranged. There is an additional \$5.00 fee for use of the kitchen facilities for the duration of the reservation. Users agree to clean the kitchen and kitchen equipment immediately following the meeting.

If the meeting room and/or kitchen is not cleaned and returned to its original, delivered condition, a \$45.00 cleaning fee will be assessed. If the conference room is not cleaned and returned to its original, delivered condition, a \$15.00 cleaning fee will be assessed.

Assessment of equipment and/or wiring damage will be made based on the actual cost of repair.

Any previously outstanding fees (rental/cleaning/equipment or wiring damage) must be paid before a group is able to reserve any meeting space again.

The conference room fee is a minimum of \$5.00 for two (2) hours, with a \$5.00 fee for each additional hour. No food or drink may be served in the conference room, since kitchen facilities are not available. An exception may be made for Library or Friends of the Library sponsored/co-sponsored programs or meetings.

Final authority for determining eligibility of any group to rent meeting space rests with the Director.

Any application for rental of meeting space may be rejected and previously granted permission withdrawn for violation of these rules at the absolute discretion of the Director.

# WEST BLOOMFIELD TOWNSHIP PUBLIC LIBRARY

4600 Walnut Lake Road, West Bloomfield, MI 48323

Phone: 248-682-2120 Fax: 248-232-2333

## PUBLIC CONFERENCE & MEETING ROOM CONTRACT

*Phone 248-232-2307 for room availability information before completing the contract.*

**Please note: the person whose name appears below is the only one for whom the room will be opened. See note on reverse regarding damages to the podium in the meeting room.**

Applicant/Contact Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Library Card #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Meeting Room

Conference Room

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Reserved From: \_\_\_ a.m./p.m. to: \_\_\_ a.m./p.m.  
(includes set up/start until clean up/close time)

Purpose/Subject: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

***Room must be vacated 15 minutes prior to closing time. There are no exceptions to this rule. Rooms are available only during regular library hours.***

*On behalf of the above named organization, I hereby make application for use of the Public Meeting/Conference Room. I have read the **Public Meeting Room Policy** and agree to abide by its rules and regulations. I will be personally responsible for any damage to the facility or damage or loss of library equipment, **including damage to the podium wiring**. The renter releases and holds harmless the West Bloomfield Township Public Library for any and all claims for personal injury or property damage. The renter also agrees the room will not be used for commercial purposes or financial gain.*

\_\_\_\_\_  
(Applicant/Contact Signature)

\_\_\_\_\_  
(Date)

Administration Office Approval: \_\_\_\_\_

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

Fee: \_\_\_\_\_

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

Check should be made payable to West Bloomfield Township Public Library

Charge Card No. \_\_\_\_\_

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

**Conference Room Specifics and Equipment:**

The furniture arrangement consists of one (1) large oval table surrounded by 12 comfortable chairs, which cannot be moved as the media wiring in the center of the table is permanently wired into the floor. A whiteboard, laptop hookup and dvd/video equipment is available.

**Public Meeting Room Specifics and Equipment Requirements:**

Room set-up requested:            A        B        C        D Other (please draw diagram)  
(Choose from attached diagrams)

Kitchen required? (extra \$5.00 fee)            \_\_\_\_\_  
(Public meeting room only)

**What equipment and accommodations will you require?**

**Please mark the categories below:**

# of head tables:            \_\_\_\_\_ with # of \_\_\_\_\_ chairs

# of registration tables:            \_\_\_\_\_ with # of \_\_\_\_\_ chairs

# of additional tables:            \_\_\_\_\_ location in room: \_\_\_\_\_

Sound Equipment: (Check all that apply)

Cordless (lavaliere) microphone             Yes             No

Table top microphone             Yes             No            \_\_\_\_\_ Quantity (2 Available)

Hand-held microphone w/stand             Yes             No

Presentation Equipment: (Check all that apply)             Computer (USB only-no CD's)

Cable channel access             Laser pointer             Laptop hook-up

Internet access             Overhead projector             Screen

Slide projector             Video/DVD equipment             Whiteboard

**Podium: This equipment is permanently wired/stationed to the floor and cannot be moved. Wiring damaged caused by trying to move the podium will result in the assessment of actual wiring repair costs.**

**Only Library staff members are authorized to reconfigure and/or modify power to any equipment located in the meeting room and storage room. This includes integrating non-library equipment with the Library system for the purpose of recording or re-broadcasting.**

**Does your event require special integration and / or modification of the Library Meeting Room System?**

Yes             No