

Library Policy No. 12

Subject: PUBLIC MEETING ROOM/CONFERENCE ROOM USAGE

Adopted by the Library Board of Trustees March 8, 2000

**Revised: April 10, 2002; May 10, 2006; November 8, 2006; April 16, 2007;
May 12, 2010; June 13, 2012; January 8, 2014; March 17, 2021;
November 10, 2021; January 10, 2024; October 8, 2025**

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. Meeting room and conference room rentals are not considered to be significant sources of revenue for the library. Space will be available for rent by outside groups after the primary consideration of scheduling impact on library staff and programs has been taken into account. The Community Commons shall be used for library events or for registered book groups.

Availability and Scheduling

The meeting room and the conference room at the Main Library are available to rent for public use. The Community Commons is available to book groups.

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 West Bloomfield 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 18 years of age or older. The applicant/contact person must be present in the room for the duration of the meeting. The applicant/contact person may designate a second person as a back-up for the meeting, with the understanding that the applicant/contact person will remain responsible for the room. The back-up person must meet the same library card and residency requirements as the applicant/contact person.

The rooms are not available to individuals, campaign/election committees of any sort, or for-profit organizations and businesses. Designated community partners may reserve a room at no charge. The list of community partners may not be changed without approval from the Executive Library Director. The list is as follows: the Friends of the West Bloomfield Township Public Library; the West Bloomfield Parks Department; West Bloomfield Township Government; West Bloomfield Police and Fire Departments; the

Greater West Bloomfield Historical Society; West Bloomfield Community Coalition; Youth Assistance; the Michigan Week Committee; the West Bloomfield Chamber of Commerce; the West Bloomfield Diversity Task Force; and local area service clubs such as Optimist and Rotary.

Soliciting, lobbying, campaigning, fundraisers, raffles, auctions, parties, memorial services 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. Meetings may not begin or end within 30 minutes of the library opening or 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 Executive Director/ Board of Trustees to hold an after-hours 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. The meeting room is restricted to one meeting or event on the weekends (i.e. Saturday OR Sunday) due to maintenance constraints. 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

The applicant/contact person or the designated back-up person must check 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 (suggested or required), or registration fee of any kind may be charged for meetings. This applies both during the reserved meeting time, and any time prior to the meeting. The library reserves the right to cancel the reservation if it is discovered that any admission, donation, or registration fee is being charged.

Activities of the organization/group must be limited to the room rented. Placement of materials or decorations on walls or doors inside or outside of the reserved room, or

outside the building, is not permitted. Meetings may not disturb regular library functions. Open flames are prohibited.

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. Failure to return the space to its original, set-up condition will result in the assessment of a cleaning fee. 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 and equipment requirements for the meeting room must be specified on the room rental reservation. Changes and/or additions for the meeting room must be requested at least one (1) week in advance. 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.

The group shall provide a qualified operator for any equipment used. The meeting room's presentation system is set up 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. Only library staff are permitted to access the meeting room storage 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

Rental fees must be paid before staff will approve room rental reservations. Payment may be made by cash, check, or credit card. Checks should be made payable to the West Bloomfield Township Public Library. Rental fees must be paid no later than 2 business days in advance of the reservation date or the reservation will be cancelled.

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 \$100 for two (2) hours, with a prorated \$50 fee for each additional hour.

Use of the meeting room kitchen facilities for preparation of light refreshments and snacks may be requested. Users agree to clean the kitchen and kitchen equipment immediately following the meeting. Use of the kitchen must be requested in advance on the rental application.

If the meeting room and/or kitchen is not cleaned and returned to its original, delivered condition, a \$100 cleaning fee will be assessed. If the conference room is not cleaned and returned to its original, delivered condition, a \$25 cleaning fee will be assessed.

Assessment of damage will be made based on the actual cost of repair.

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

The conference room fee is a minimum of \$50 for two (2) hours, with a prorated \$25 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.