

# ADRIAN DISTRICT LIBRARY

Adrian, Michigan

## COMMUNITY ROOM USE POLICY

### **I. Introduction and Purpose of Policy:**

The mission of the Adrian District Library (“Library”) is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides a Community Room for Library programs as well as Library business meetings. When the Community Room is not scheduled for Library-hosted or co-hosted events or events governed by contract with the Library, the Community Room may be used by the public within the parameters set by the Policy. The restrictions of this Policy regarding Application and Scheduling do not apply to Library-sponsored or co-sponsored events.

### **II. Application and Scheduling of Community Room:**

- A. General Use. Any person, group or organization may use the Community Room for cultural, educational and informational purposes pursuant to the requirements of this Policy (“Users”). Functions which require a fee to attend are not permitted in the Community Room.
- B. Scheduling.
  - 1. Scheduling of applications shall be accepted on a first-come-first-served basis, with Library business, Library-sponsored events and Library co-sponsored events having first priority.
  - 2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or for other Library-sponsored or co-sponsored events.
  - 3. Meetings and events will not be scheduled more than three (3) months in advance.
  - 4. The Library is responsible for scheduling use of the Community Room.
  - 5. The Community Room is available during regular Library hours only; however, the Director or a designee may approve the use of the Community Room during unopen times if a building supervisor is available. Additional fees may apply.
  - 6. No User may use the Community Room more than six (6) times per calendar year.

C. Application Process.

1. Any person 18 years or older may fill out an application for the Community Room. If the person is filling out the application for a corporation or organization, that person must have authority to do so. The application must be completed, signed, and returned to the library within three (3) business days of the verbal commitment. SEE: EXHIBIT 1: COMMUNITY ROOM USE - APPLICATION
2. The Library will contact the User to confirm that the reservation is accepted. Users should not assume that the reservation is complete upon submission of the application.
3. If User needs to cancel the reservation, the User must provide the Library 24 hours' notice. Future use may be limited if notice is not given.
4. At the time of application, the User must sign the Community Room Application that includes Waiver of Liability prepared by the Library.
5. Users shall not promote that the event or meeting is at the Library until the Library confirms the reservation is accepted. Publicity for events to be held in the Library must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by Adrian District Library, unless prior permission to do so has been given in writing. The Library shall not be used as the address, information contact source, or headquarters for Users using the Library meeting rooms.
6. Reservations may not be transferred to other Users.

**III. Rules Regarding Use of Community Room:**

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Community Room.
- B. Use by Persons Under the Age of 18. Users of the Community Room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time. Minors must be appropriately supervised.
- C. Tobacco, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, alcohol and the illicit use of controlled substances in the Community Room.
- D. Food and Beverages. Food is permitted (coffee, tea, beverages, finger-foods) but no cooking facilities are available. Group is responsible for cleanup and must bring its own supplies (cups, napkins, utensils for preparation and service etc.) Food and drink must be consumed in the meeting room and not carried into the halls, restroom or the library proper. Catered meals are permitted with

prior permission. No Alcoholic beverages are allowed on Library Premises except for Library Special events – with the approval of the Adrian District Library Board.

- E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Community Room.
- F. Equipment Requests. Requests for use of equipment owned by the Library must be made at the time the venue is scheduled. SEE: COMMUNITY ROOM USE - INFORMATION. The Library does not guarantee the availability of any equipment.
- G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it or as directed by library staff. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the room again. Users must include time to clean up and set up within the scheduled time and must end meetings at least 15 minutes before the Library closing time. Users must notify Library staff of any spills or other damage to the Community Room.
- H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements.
- J. No Raffles; Fundraising; Commercial purposes and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property. Users shall not use the Community Room for fundraising, commercial purposes, or selling goods or services. The exception to this rule is for the following:
  - 1. The sale of Books, CDs and other items by authors or artists at Library sponsored or co-sponsored events;
  - 2. Events for which all proceeds are used for Library programs or for the benefit of the Library, provided that the Library accepts the donated proceeds. However, the User must be authorized by law to conduct the fundraising or solicitation.
- K. Private Literature. Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the Community Room. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
- L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.

- M. No Discrimination. The Library will not discriminate against any User in violation of the Michigan or federal law.
- N. Library Right to Attend. The Library staff may attend or observe any event or activity in the Community Room.

**IV. Fees:**

SEE EXHIBIT 2: COMMUNITY ROOM USE – FEE SCHEDULE

- A. Room Use. Any User may use the Meeting Rooms for the fees identified in the Fee Schedule, which may change from time to time. The fees are non-fundable and non-transferable unless the Library Director or their designee cancels the meeting.
- B. Fee Due. The fee is due 10 days before the scheduled meeting or event.

**V. Library Disclaimer:**

- A. No Endorsement. Use of the Community Room does not constitute the Library's endorsement of any User's policies or beliefs by any of the staff or Board members.
- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Community Room.
- C. Hold Harmless. The Library is released and held harmless from any and all claims for personal injury or property damage.

**VI. Violation and Appeal Section:**

The Library Director or the Director's designee may restrict access to Library facilities, including the Library Community Room, by immediately dismissing the patron from the premises, by suspending the patron's access to 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.

- A. Incident Reports: Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, 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.
- B. Violation of the Policy – Suspension of Privileges: Unless otherwise provided in this Policy, (See Section C below), 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 Director or the Director's authorized 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.

C. Violations that Affect Safety and Security: 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:

1. *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.
2. *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 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.

D. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Policy before their privileges may be reinstated.

E. Damages: If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.

F. Right of Appeal:

Users may appeal a decision in writing to the Library Director within 10 working days of the date of the letter stating why Library privileges should be restored.

The Library Director or a designee will respond to the 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 an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

Adopted by the Adrian District Library Board January 10, 2017; amended August 21, 2018



**EXHIBIT 1**

Date of Use \_\_\_\_\_

**COMMUNITY ROOM USE APPLICATION**

Date(s) of use \_\_\_\_\_

Time of event \_\_\_\_\_ Time of use (inc. set-up) \_\_\_\_\_

Name of Corporation/Organization/Individual \_\_\_\_\_

\_\_\_\_\_  
Contact person \_\_\_\_\_

Street address \_\_\_\_\_

City and State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Purpose of meeting or program: \_\_\_\_\_

We will be serving: Snack \_\_\_\_\_ Catered Meal \_\_\_\_\_ Having a craft \_\_\_\_\_

Number attending \_\_\_\_\_

By signing this Application, the Corporation, Organization or Individual identified above agrees to indemnify and hold harmless the Adrian District Library, its agents, employees, officers and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the Meeting Room, its furnishings or equipment by the User or any person attending the User's meeting. The Corporation, Organization, or Individual also agrees to pay for any damage caused by its use of the Meeting Room. If signing on behalf of a Corporation or Organization, the person signing this Application agrees that he/she has authority to sign on behalf of the Corporation or Organization.

I have read and agree to the Community Room Use Policy.

Name of responsible person \_\_\_\_\_

Signature of responsible person \_\_\_\_\_

Request taken by \_\_\_\_\_ Date of Request \_\_\_\_\_

Fee \$ \_\_\_\_\_ Paid  Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

**Equipment may be reserved on the next page.**

### **Community Room Information**

The Community Room is located in the lower level/basement of the Library. Access is available via two stairways in the library and an elevator located at the rear entrance of the building. (No outside access is available to the room). It is one large, carpeted room (approximately 50' x 60') with a vinyl-floored kitchen area that includes a sink, counter space and a full-size refrigerator. Restrooms are located in the lobby area outside the Community Room. Room capacity is 114 with tables and chairs and 160 standing room only.

- Room is available during regular library hours, which are: Monday-Thursday, 10 am – 8 pm; Friday, 10 am – 5:30 pm; and Saturday, 10 am – 3 pm. Rooms may be available before and after hours for an additional fee upon approval from the Library Director.
- User is responsible for all room set-up and clean-up. The room should be returned to the way it was found unless otherwise directed by library staff.
- Fee for use of the room is due no later than 10 days before the event. The fee is nonrefundable and nontransferable.
- A cleaning fee may be assessed if the room is not cleaned appropriately after serving food or conducting craft activities.
- User is responsible for any damage to the room or library equipment.
- No alcoholic beverages are allowed on library premises.
- No taping or pinning items to walls (hangers are available upon request).
- No food or supplies are provided; users must bring their own coffee, tea, cocoa, beverages and paper products)

A ceiling-mounted LCD projector, screen, DVD player, and sound system with a wireless microphone are available for use.

Please indicate below any additional items you need for your event. The number available is indicated behind each item.

- \_\_\_\_\_ Dell Laptop
- \_\_\_\_\_ 6-foot oblong tables (14)
- \_\_\_\_\_ 6-foot round tables (6)
- \_\_\_\_\_ Chairs (125)
- \_\_\_\_\_ Podium
- \_\_\_\_\_ White board
- \_\_\_\_\_ Flip chart (you must bring your own writing pad)
- \_\_\_\_\_ Coffee Urn
- \_\_\_\_\_ Hot water urn
- \_\_\_\_\_ Beverage dispensers (2)
- \_\_\_\_\_ Portable room dividers (2)
- \_\_\_\_\_ Portable sound system with Bluetooth and wireless microphone

## EXHIBIT 2

COMMUNITY ROOM USE - FEE SCHEDULE			
Category 1	No Charge	Library uses and co-sponsored programs (includes Friends group and Library Board)	Library sponsored or co-sponsored cultural events, library programming and library educational events
Category 2	No Charge (Donations that reflect rental costs are accepted)	Service organizations, educational, cultural, informational or Governmental/Civic activities; Non-Profit 501 (C) (3)	501 (C)(3) documentation may be required
Category 3	\$50 up to 4 hrs; \$100 over 4 hrs	Businesses and other organizations (Commercial/For profit)	
Category 4	No usage permitted	For-profit groups or organizations soliciting or selling products or services are not eligible to use library community room.	
Additions	\$25.00 Kitchen/Cleaning Fee (Depending on nature of event: craft, food service, etc.)	Any group, profit or non-profit	The Community Room kitchen is not intended for cooking, but to provide a convenient space for the preparation of ready-to-serve items or light refreshments. Catered meals may be served with prior permission.
Prior or after hours use	\$25 for each additional hour or portion of an hour	Any group profit or non-profit	Prior approval of Director. Dependent on availability of a building supervisor.