

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 has a Community Room, Meeting Room, and Café / Makerspace Area which are for the designated purpose of Library programs, Library business, Library meetings, and Library hosted or sponsored events (hereinafter “Library Events”). When the Community Room, Meeting Room, and/or Café/Makerspace Area are not scheduled for Library Events, the Community Room, Meeting Room, and/or Café Area may be used by the public within the parameters set by this Policy. The restrictions of this Policy apply to third parties and do not apply to Library Events.

II. Application and Scheduling

- A. General Use. Any person, group or organization may use the Community Room, Meeting Room, and/or Café/Makerspace Area for cultural, educational and/or informational purposes pursuant to the requirements of this Policy (“Users”).
- B. Scheduling.
 - 1. Scheduling of applications shall be accepted on a first-come-first-serve basis, with Library Events having first priority.
 - 2. The Library may ask Users to reschedule meetings or events if the proposed time and/or date conflicts with a Library Event.
 - 3. Meetings and events may not be scheduled more than one year in advance. For recurring events, such as monthly meetings, it is the individual’s/organization’s responsibility to complete a new application for each new calendar year.
 - 4. The Community Room, Meeting Room, and Café/Makerspace Area are available during regular Library hours only.
 - 5. No User may use the Community Room more than 12 times per calendar year.
- C. Application Process.
 - 1. Any person 18 years or older may fill out an application for the Community Room, Meeting Room, and/or Café/Makerspace Area. If the person is filling out the application for an entity or organization, that person must have authority to do so, and must state that they are acting on behalf of an entity or organization. SEE: EXHIBIT 1: COMMUNITY ROOM USE – APPLICATION. Submitting an application does not guarantee or reserve a date.

2. Within two weeks of receipt of the application, the Library will contact the User to advise whether the reservation is accepted. Users should not assume that the reservation is complete until hearing from Library staff.
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 a Waiver of Liability for 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 and Café Area:

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Community Room, Meeting Room or Café/Makerspace Area.
- B. Use by Persons Under the Age of 18. Users of the Community Room, Meeting Room and/or Café Area 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 for the entire duration of 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, Meeting Room and Café/Makerspace Area.
- D. Food and Beverages. Food is permitted in the Community Room, Meeting Room and Café/Makerspace Area (coffee, tea, beverages, and finger foods) but no cooking facilities are available. Each User is responsible for cleanup and must bring their own supplies (cups, napkins, utensils for preparation and service etc.) Food and drink must be consumed in the designated space and not carried into the halls, restroom or the rest of the Library. Catered meals are permitted with prior permission. No Alcoholic beverages are allowed on Library Premises.
- 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 designated space.
- F. Equipment Requests. Requests for use of equipment owned by the Library must be made at the time the space is reserved. The Library does not guarantee the availability of any equipment.
- G. Clean Up. It is the User's responsibility to leave the space 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 for a period of time in the future. 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 reserved space.

- 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. Fees. Users may not charge a fee for any function in the reserved space, unless prior approval is obtained from the Library Director. The only fees permitted are those to recover the costs incurred by Service organizations, educational, cultural, informational, or governmental/civic organizations; or 501(C)(3) groups when hosting a function.
- H. No Raffles; Fundraising; Commercial purposes and Contribution Requests. Users shall not sell tickets, raffles, items, or objects or solicit contributions from persons located anywhere in the Library or on Library property. Users shall not use the reserved space for fundraising, commercial purposes, or selling goods or services.
- K. Private Literature. Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the reserved space. 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 and at all times will obey the applicable local, state, and federal laws.
- N. Library Right to Attend. The Library staff may attend or observe any event or activity in the Community Room, Meeting Room, and/or Café/Makerspace Area.

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-refundable 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, Meeting Room, and/or Café/Makerspace Area 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, Meeting Room, and/or Café/Makerspace Area.
- C. Hold Harmless. In reserving the space, the User agrees to release and hold the Library 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 Community Room, Meeting Room, and Café/Makerspace Area, 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; amended October 19, 2021; amended February 15, 2022.



COMMUNITY ROOM USE APPLICATION

Number attending _____

I'd like to reserve (circle one): Café/Makerspace Area Community Room Meeting Room

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 _____ Email _____

Purpose of meeting or program: _____

We will be serving: Snack _____ Catered Meal _____

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, 9:30 am – 8 pm; Friday, 9:30 am – 5:30 pm; and Saturday, 9:30 am – 3 pm. Rooms may be available before and after hours for an additional fee upon approval by 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 (10)
- _____ HP Chromebook (4)
- _____ 6-foot oblong tables with electrical outlets (16)
- _____ 6-foot round tables (6)
- _____ Chairs (115)
- _____ Podium
- _____ White board (3)
- _____ Flip chart
- _____ Coffee Urn
- _____ Hot water urn
- _____ Beverage dispensers (2)
- _____ Portable room dividers (7)
- _____ Portable sound system with Bluetooth and wireless microphone

EXHIBIT 2

Community Room Use – Fee Schedule			
	Fee (\$)	Description	Notes
Category 1	No Charge	Library uses and co-sponsored programs (includes Friends of the Library group and Library Board)	
Category 2	No Charge*	Service organizations, educational, cultural, informational, or governmental/civic organizations; 501(C)(3) groups	Documentations of 501(C)(3) status may be required
Category 3	<p>Community Room \$50 for first four hours \$100 for events over four hours</p> <p>Meeting Room and Café/Makerspace Area No Charge for first two hours \$25 for two to four hours \$50 for events over four hours</p>	Category 2 organizations charging a fee for their function or For-profit groups	
Category 4	N/A	For-profit groups soliciting or selling products at non-library sponsored events	Not allowed
*Category 2 groups that charge a fee for their function will be charged a rental fee.			
Cleaning Fee	\$25	Any group, regardless of category that leaves an unacceptable mess in the room	The kitchen is for preparing ready to serve items only. Catered meals may be served with prior approval from the Director.
Prior/After Hours	\$25/hour	Any group, regardless of category	Requires prior approval of Director and is dependent on building supervisor availability