

**Charlotte Community Library  
226 South Bostwick  
Charlotte, MI 48813**

**Policy Governing Meetings in the Library**

The use of the Library for meetings is granted to individuals or community groups and organizations whose aims are cultural, educational, and/or for the civic betterment. In accordance with the Michigan Public Accommodation Act, this tax-supported facility may be used only by those groups whose membership is open to all without restriction based on race, sex, or religious creed.

The use of the Library meeting facilities shall be limited to members and/or organizations in the Library service area (see below). The Library Director may grant exceptions, to these policies, if extenuating circumstances are involved. The Library Board shall reserve the right to refuse, or cancel, scheduled meetings at the option of the Library Board or Library Director.

The Library Service area consists of the City of Charlotte, Eaton Township and Carmel Township. These are the areas from which the Library receives tax support, in the form of millage, and penal fines. The Library also receives penal fines from Walton, Olivet, Chester, Hamlin, Brookfield and Eaton Rapids townships, and accordingly these areas are also part of the service area.

The person signing the application for permission to hold a meeting in the Library shall be held responsible for conforming to the conditions set forth in this policy.

**LIBRARY ENDORSEMENT**

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library, the Library Staff or the Library Board.

**SCHEDULING**

Hours of scheduling shall include the total time involved in the meeting, from the time the organization required the room for assembling or other purposes to the time the room is cleaned and vacated.

Applications and arrangements to use a meeting room shall be made in person in the Library. To be considered complete, an application must be signed. The room is not reserved until the application is complete. Any application may be rejected and previously granted permission withdrawn for violation of the rules at the absolute discretion of the Director. The Director's rulings may be appealed to the Library Board. Such appeal must be in writing and not later than eight days prior to a scheduled Board

meeting. Appeals submitted with less than eight days notice may be held over to the next meeting.

Reservations will be accepted on a first come, first serve basis. Library programs take precedence over all scheduled reservations. Individuals or groups may be asked to reschedule their meetings at the discretion of the Library Director or the Library Board. The area or room must be vacated, all library property be placed back where it was found, and all non-library equipment be removed at the conclusion of the meeting. Reservations for commercial or other business uses are allowed, provided that the programs are freely open to all. These programs may not exceed one (1) event in any month.

The new calendar for the year will not be available for booking prior to October 1<sup>st</sup> of the previous year. Thus, for example, the calendar for 2005 will not be available for booking until October 1, 2004. No public applications will be accepted prior to October 1<sup>st</sup> of any given year for the succeeding year.

### **FOOD, DRINK AND SMOKING**

Light refreshments may be served in connection with a meeting. The room must be left clean, including any kitchen equipment used. The user is responsible for all table and chair arrangements, both set-up and take down. In the interest of providing a safe and healthy environment for all members of the public that use the Library, smoking shall not be permitted in the library building or within 25 feet of the library building. The ash tray at the main entrance is for depositing of butts, and does not signify that location as a smoking area.

The rear doors are to be used for loading only, and not to be left open for any reason other than use as an emergency exit. The rear of the building is not a smoking area.

### **RESPONSIBILITY**

The Library may provide use of limited equipment, if available. If the equipment is provided the user is responsible for reporting any defects or malfunctions within twenty-four (24) hours after the use. If the user reports equipment defects or problems, the library will be responsible for maintenance. If the user fails to report equipment malfunctions or defects, then the user shall be held liable for repair of said equipment. The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library or transported to Library property by any group or individual attending the meeting.

### **LIABILITY**

All groups will agree to hold the Library, the Library Board and the Library staff blameless and harmless from any loss, damage, liability, costs and/or expense that may arise during, or to be caused in any way by, such use of Library facilities.

## **DUTIES OF SCHEDULED GROUPS**

The scheduled group is responsible for setting up chairs, tables, furniture, and/or library or non-library equipment prior to the meeting and for returning all library property to the designated location upon termination of the meeting. The area or room must be left in a clean and orderly condition -- future use by your group will be denied if this is not observed. The status of the room is the user's responsibility until a staff check has been made following the use. The person signing the application for permission to hold a meeting in the Library will be billed for any necessary repairs in the event of damage to Library property.

## **KEYS**

Only the Spartan Room may be used during the hours when the Library is closed. Keys for use of the Spartan Room may be obtained from, and signed for at, the circulation desk on the day before the usage. The person who signed the original application is the individual responsible for obtaining, signing for, and returning the keys immediately after the usage. During normal library hours keys must be returned to the circulation desk. After hours the keys may be deposited in the book drop.

## **MICHIGAN ROOM**

The Michigan Room is not available for booking, since its purpose is not to be used as a meeting room. The room may be used by small groups, however, the door must be left open and there is no guarantee of privacy. During the meeting anyone may walk in and out to use materials in the room. Users of the room must leave space available for other patrons at all times. Refreshments may not be served in this room at any time. The room is not available after hours and must be vacated by your group not later than ten minutes prior to closing. (No exceptions are permitted.)

Approved by the Library Board 7/19/2007

Charlotte Community Library  
226 South Bostwick Avenue  
Charlotte, Michigan 48813  
(517) 543-8859

**Application for use of Meeting Room**  
**(Registrant must reside within the Library Service Area)**

Date Requested: \_\_\_\_\_ Day of the Week: \_\_\_\_\_ Time: \_\_\_\_\_ Until \_\_\_\_\_

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

Person Applying: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Business: \_\_\_\_\_ Home: \_\_\_\_\_

Type of Meeting: \_\_\_\_\_ Activity: \_\_\_\_\_  
(Speaker, film, discussion, other)

Subject of activity: \_\_\_\_\_

Special Equipment needed: \_\_\_\_\_  
(VCR, Overhead Projector, Keyboard, Lectern, and 35mm Projector are available.)

Expected attendance: \_\_\_\_\_ (Maximum capacity is 99.)

Will refreshments be served? \_\_\_\_\_ (Group is responsible for setup and cleanup.)

The applicant agrees to return the library facilities to a clean and orderly condition at the end of the activity and pay the cost of repair or replacement of any damage to the facilities or equipment. The library shall not be held responsible for damage or loss of materials used or left in the building, and the applicant agrees to hold the Library, the Library Board and the Library Staff harmless and blameless for damages to non-library property. The applicant further agrees to return any keys to library facilities immediately upon conclusion of the meeting. The applicant certifies that he/she has read the meeting room instructions, and that he/she fully understands these rules, and his/her obligations therein.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Signature of Person Receiving Keys: \_\_\_\_\_ Date Received: \_\_\_\_\_

Staff Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Date Keys Returned: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE.

Approved: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Notified (Date): \_\_\_\_\_ Date: \_\_\_\_\_

## **Charlotte Community Library**

### **Instructions for Spartan Room After Hour Use**

1. When the Staff leaves, access to the Library proper will not be available.
2. Make sure that the tables and chairs are thoroughly cleaned and put away. DO NOT use double stick tape to fasten skirts on tables.
3. Put the window shades in the raised position, for police drive-by.
4. DO NOT place any of the brown tables on the carpeted carts. THESE CARTS ARE FOR THE GRAY, FIBERGLASS TABLES ONLY. Stand the brown tables vertically, on end, against the wall.
5. The carpet should be cleaned and vacuumed, and all trash removed to the dumpster.
6. Return the thermostat to its original setting, (72 degrees in Apr.-Oct. or 65 degrees in Nov.-Mar).
7. Turn all lights off – storage room, kitchen, foyer, as well as the lights in the Spartan Room, proper.
8. Be certain that all doors are locked and securely latched, and return the keys to the outside drop box.
9. You will be billed for costs incurred for damage to the room or infractions of the rules.
10. Report any and all problems to the Library, as soon as possible

Your cooperation is greatly appreciated.

The Library Staff