

## **Mission Statement:**

To provide materials and service, which will furnish opportunities for educational, informational, recreational, and cultural needs of the community.

## **Charlotte Community Library: Meeting Room Use Policy**

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 person applying 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 via an online form provided on the library's website. Once the form is submitted the applicant will receive an email acknowledging the submission of this form. They will receive another message when the request is processed. **That second message will inform you if your request is granted.**

The room is not reserved until the second email arrives stating the application is approved. Any application may be rejected and previously granted permission withdrawn for violation of the rules at the absolute discretion of the Director.

Reservations will be accepted on a first come, first served basis. Library programs take precedence over all scheduled reservations. Reservations may only be made three months in advance. Individuals or groups may be asked to reschedule their meetings at the discretion of the Library Director. 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. Businesses are allowed to apply for use of the room, provided that the programs are freely open to all, and that they are for informational purposes only. No commercial transactions are allowed in conjunction with a meeting.

To provide access for all community groups, entities may be asked to limit programs to once a month.

### **FOOD AND DRINK**

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.

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.

### **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 may 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 applying 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 applying or their designee 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.