

— Part Four —

LIBRARY OPERATION POLICIES

**Policy A**  
MEETING ROOM USE

1. Purpose and Conditions of Meeting Room Use

A. Congruent with the Library’s mission, meeting rooms are available for events that are educational, cultural, or civic in nature. They are also available for meetings of businesses or non-profit groups that are located in Ferndale, or are members of the Ferndale Chamber of Commerce. Private, personal or family functions are not permitted in library meeting rooms.

B. Use of the Library meeting rooms does not imply endorsement by the Library staff or Board Members of the viewpoints presented. Advertisements, promotions, or announcements implying or stating such endorsement are prohibited.

C. Youth and children’s groups may use the meeting room but only if reserved by an adult (over 18 years of age) representative of the group. Children and youth under 18 years of age must be supervised by a sufficient number of adults at all times.

D. Permission to use meeting rooms is revocable and does not constitute a lease. Inclusion of false information on the application form and/or failure to comply with meeting room regulations will result in automatic and immediate revocation of permission.

E. The Ferndale Area District Library does not discriminate in making its meeting rooms available for use on the basis of age, race, color, religion, gender, national origin, marital status, parental status, sexual orientation, gender identity, political ideology, creed, ancestry, or the presence of any sensory, mental or physical disability.

F. Final authority to determine who may use the room belongs to the Ferndale Area District Library Board as set forth in this policy.

## 2. Restrictions of Use

A. Library programs and sponsored events have priority in the use of meeting room space. The Library reserves the right to reschedule confirmed meeting room reservations to accommodate Library-sponsored programs and events. If possible, the Library will cancel or reschedule a reservation at least 24 hours in advance of a group's scheduled meeting date.

B. All groups or individuals using the meeting room ("users") are accommodated on a first come, first served basis with Library programs or business having first priority.

C. All meetings shall be open to the public.

D. Commercial and for-profit groups may use the meeting rooms, but the use must be for educational, cultural, informational or governmental/civic activities. No commercial, sales, or profit-making uses of the meeting rooms are permitted. However, the sale of books, CDs and other items by authors or artists as a part of and incidental to Library programming shall be permitted if such sale is approved in advance by the Director.

E. No admission or registration fee may be sought from meeting attendees unless the Library co-sponsors the program. In recognition of the fact that tax revenue is not sufficient to support enhanced library services, the Ferndale Area District Library will hold fundraising events in the Library for the purpose of funding public library services to the people served by the Library.

F. There are limits regarding how often a group may use the meeting rooms. See Reservation and Cancellation.

## 3. Rules Governing Use of Meeting Room

A. Public use of meeting rooms may not interfere with the Library's operation or disturb other Library users. Meeting room users must observe the Library's rules of conduct and all Library policies.

B. The Library reserves the right to enter any meeting held in its facilities to ensure the security of Library user and property, to determine that no unlawful activities are occurring on Library premises and to verify that the use of the room is consistent with Library policy.

C. Smoking and alcoholic beverages are not permitted. The sole exception to the prohibition on alcoholic beverages in the Library is if an event hosted by the Library meets the following criteria:

- i. The event is a fundraising event at which the proceeds go to the Ferndale Area District Library (directly or through the Friends of the Ferndale Library -- a 501c(3) not-for-profit corporation) or the City of Ferndale;
- ii. The Ferndale Area District Library approves the event at a public meeting of the Board;
- iii. The Ferndale Area District Library applies for and receives a one-day liquor license from the Michigan Liquor Control Commission;
- iv. The serving and consumption of alcoholic beverages only occurs after regular Library hours.
- v. The Ferndale Area District Library staff or one or more

Board Members are present at the event to provide oversight for the compliance with the rules, laws and conditions of the liquor license.

D. Gambling is not permitted in the meeting rooms.

E. Set-up and special arrangements of chairs and tables are the responsibility of the customer. No special room set up is provided by the Library. Users are responsible for returning all tables and chairs to the original setup or to storage.

F. Storage of items by meeting room users is not permitted. Materials left after the end of a meeting will be discarded.

G. Users may not tack, pin, paste or tape anything to walls, doors, windows, or other structural elements of the meeting room facility.

H. Users are responsible for leaving the room clean and in good order.

I. Any damage, loss, theft or misuse of Library equipment or facilities is the responsibility of the group or individual reserving the room.

J. The Library is not liable for injuries to people or damage to property, individuals or organizations using the meeting rooms. The Library is not liable for theft of private property. Users of the meeting room agree to indemnify and defend the Library, the City of Ferndale and their employees for any action resulting from the use of the facilities.

K. Users shall abide by all applicable laws, ordinances, codes, Library policies and other rules. Fire prevention regulations include but are not limited to the following:

- i. Use of open flames is prohibited.
- ii. Extension cords cannot have exposed wire and must be UL-approved
- iii. No combustible decorations are allowed.