— 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.
iv. Egress routes may not be obstructed in any way and exit signs must remain clearly visible.

L. Users are responsible for ADA (Americans with Disabilities Act) requirements and for providing requested accommodations for meetings or programs.

M. Users shall permit no more persons than is stated by occupancy requirements.

N. Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the meeting room in the Library building. Persons or groups using the meeting rooms shall not leave printed materials on Library property without prior approval of the Director in accordance with Library Policy.

O. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.

4. Refreshments

A. Light refreshments may be served if approved in advance by the Library Director or his or her designee. Users must specify on their application what kind of refreshments they intend to serve and how refreshments will be served.

B. Catering is permitted if approved in advance by the Library. Users must specify on their application what kind of catering they intend and how food will be served. Caterers are to arrive, depart and pick up their equipment only during the time scheduled for the meeting room.

C. If refreshments are served in the meeting rooms, a deposit is required—See Fees.

5. Use of Library Equipment

A. Wireless Internet access is available in the meeting rooms. Use of the Internet must conform to the Library’s Internet Use Policy.

B. Users may use available Library audio/visual and presentation equipment. A Library staff member will set up Library-owned equipment and ensure it operates properly. Library staff will also store equipment after use.

C. Use of Library audio/visual and presentation equipment is not permitted after Library hours.

D. Users may bring their own computer, projection or other electronic devices. The Library accepts no responsibility for the use or care of personally-supplied equipment.

E. Library staff will not operate the equipment during programs.
F. There is an additional charge for use of Library equipment—see Fees.

6. Reservation and Cancellation

A. Users interested in using the Library meeting rooms must first fill out an application form provided by the Library. This application must be on file at the Library no earlier than six (6) months in advance and at least one (1) week prior to the scheduled meeting date. Application forms are available at the Library and on the Library's website. Fees for use are due at the time of application. Additional charges/deposits for equipment use or refreshments are also due at this time. See Fees.

B. An authorized adult (over 18 years of age) representative of the group must request use of meeting rooms and fill out the application form. By signing the form the applicant agrees that the Library Meeting Room Policy ("Policy") applies to the requested use of space and has been read and understood. The Library will contact the applicant with confirmation that the reservation is accepted. Do not assume that a reservation is complete upon submission of the application. Similarly, meeting room reservations may be made by telephone but are not confirmed until the application form has been completed, signed and processed.

C. Because of the demand for use of the meeting rooms, the Library may not be able to accommodate users desiring to schedule multiple meetings. No more than one meeting per month may be scheduled.

D. Meetings may extend after Library hours, but they must begin during Library hours. Users are responsible for securing Library property after hours and must be certain that all doors are locked and secure when they leave the building.

E. The meeting rooms may be reserved in one-hour increments. Unless special arrangements are made, no group may reserve meeting rooms for more than four hours a day.

F. Meetings may not be scheduled when the Library is closed without special arrangements with Library staff.

G. Meetings will be posted on the Library website monthly calendar in accordance with the information submitted at the time of the reservation.

H. No user may assign its reservation to another user.

I. Users that consistently fail to use their reservations may be charged a non-refundable deposit of $100.00. Fees will not be refunded to users who fail to use their reservation. Users that fail to arrive or notify the Library within 30 minutes after the scheduled beginning time of their meeting forfeit their reservation.
J. When it is necessary for users to cancel a reservation, the Library should be notified immediately. Cancellation less than 24 hours prior to the scheduled meeting time will result in forfeiture of the meeting room fee.

K. The Library reserves the right to cancel or reschedule any reservation due to conflicts with Library programming or unforeseen circumstances such as inclement weather, mechanical failure, or other building issues. In the event of a Library building or weather-related emergency, the Library reserves the right to cancel the meeting. The Library will notify the group contact on the reservation application form with as much advance notice as possible.

7. Fees

All fees for use of the room(s), equipment, deposits, etc. will be set in a schedule of fees as part of each annual budget.

8. Violations, Penalties and Appeal

A. If a group or individual using the meeting rooms ("User") violates Library policy, including this Policy, the Library Director or the Director's designee may restrict access to Library facilities, including the Library meeting rooms, 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.

i. 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.

ii. Violation of the Policy – Suspension of Privileges: Unless otherwise provided in this Policy, (See Section C below), the Library shall handle violations as follows:

iii. 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, police may be called.

iv. 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.

B. 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:

i. 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 minimum two-week suspension of library privileges. The Incident Report shall specify the nature of the violation.

ii. 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.

C. 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.

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

i. 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.

ii. 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.

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