

NILES DISTRICT LIBRARY

MEETING ROOM POLICY

I. Introduction and Purpose of Policy

The mission of the Niles District Library ("Library") is to provide our community with access and guidance to resources that inform, entertain, and enrich. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by this Meeting Room Policy ("Policy"). The restrictions of this Policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events.

II. Application and Scheduling of Meeting Room

A. General Use. Any person, group, or organization may use the Meeting Rooms, pursuant to the requirements of this Policy ("Users"). The Meetings Rooms are available during regular Library hours. The Meeting Rooms may not be used for purely social events such as parties, showers, and private receptions.

B. Specific Meeting Rooms. The following are a list of specific meeting rooms or meeting areas ("Meeting Rooms"). The regulations contained in this Policy apply to all Meeting Rooms, unless otherwise specified:

1. *Community Room:* This room is set up with (1.) tables and chairs and can seat up to 50 people or (2.) chairs only and can seat up to 120 people.
2. *Board Room:* This room is set up with (1.) tables and chairs and can seat up to 12 people or (2.) chairs only and can seat up to 30 people.

C. Scheduling.

1. Applications shall be accepted on a first-come-first-serve basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events, or (c) uses governed by contract with the Library having priority. The next priority shall be given to applications that support the cultural, educational, and informational needs and interests of the community.
2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library sponsored or Library-co-sponsored events.
3. The Meeting Rooms may not be scheduled more than one (1) year advance. The Library will not accept reservations until the Library programming has been completed. The Library will not accept same day reservations.
4. The Library is responsible for scheduling use of the Meeting Rooms.
5. Meeting Rooms shall be scheduled for a time any day not to exceed three (3) hours, unless otherwise specifically permitted. There will be additional fees for any meeting longer than three (3) hours. Meeting Rooms are only available

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while the Library is open and must end no later than 7:30 pm. Monday through Thursday and 5:30 pm on Friday and Saturday.

6. No User may use the Meeting Rooms more than one time per week (52 times per year). The Library will consider the same applicant, organization having the same officers, or tax ID number to be the same "User."

D. Application Process.

1. Any person 18 years or older may fill out an application for the Meeting Rooms. Applications should be sent to programming@nileslibrary.net; Niles District Library, Attn: Programming Manager 620 E. Main Niles, MI 49120.
2. The Library will contact you with confirmation that your reservation is accepted. **Do not assume that your reservation is complete upon submission of the application.**
3. The fee, if any, will be due upon confirmation of the Meeting Room Reservation. The Library does not accept credit cards.
4. If you need to cancel the reservation, you must provide the Library 24 hours' notice.
5. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Library.

III. **General Guidelines Affecting all Library Meeting Rooms**

A. Smoking and Fire. No vaping, smoking, candles, matches, or any other use of fire shall be permitted in the Meeting Rooms.

B. Use by Persons Under the Age of 18. Users of the Meeting Rooms 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 during the reserved meeting time. In addition, there must be one (1) adult supervisor for every ten (10) minors.

C. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, alcohol, and the illicit use of controlled substances in the Meeting Rooms.

D. Food and Beverages. Users of the Community Room and Board Room may serve light refreshments. Users of the Community Room may use the kitchen facilities but only if approved by the Library at the time the User requests and receives permission to use the Community Room. It is the responsibility of the User to observe all health codes when serving light refreshments. Users may not use sterno or flames to heat food. The Meeting Rooms, including the kitchen, should be cleaned and left in their original condition. No food may be left at the Library. Users are expected to report any spills to Library staff as soon as possible.

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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 Meeting Rooms.

F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs, and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.

G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. 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 in the future and an hourly cleaning rate of \$25.00 per hour with a \$25.00 minimum fee. Repair and cleaning costs for damage beyond normal wear and tear may be charged to the User. Any charges must be paid within 30 days of receiving the bill. Users must include time to clean up and set up within the scheduled time and must end meetings at least 30 minutes before the Library closing time.

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 identified in Section II. B above.

J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles, or any objects, or solicit contributions from persons located anywhere in the Library or on Library property.

K. Private Literature. Users shall not distribute personal or group literature, brochures, and other materials to Library patrons outside of the Meeting Rooms. 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. Open and Accessible Use. All activities in the Meeting Rooms must be open to the public, must be accessible to people with disabilities in accordance with the Americans with Disabilities Act and must be free of admission fees, other charges, or requests for donation.

N. Room Access. Users may not enter the Library before opening hours and should allow adequate time to set up.

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IV. Fees

A. Government Entities. Governmental entities using Meeting Rooms for public meetings may use the Meeting Rooms for no charge for the first three (3) hours of any reservation.

B. All Other Organizations. Users other than Governmental Entities (and governmental entities using rooms for other purpose or meetings over three hours) shall pay a nonrefundable fee.

C. Fees.

User using room one time per month (up to three (3) hours)	\$25.00
User using one room once a month, up to 12 times per year (up to three (3) hours a month).	\$250.00 annual fee (prorated quarterly if not a full calendar year)
User using one room once a week, up to 52 times per year (up to three (3) hours a week).	\$500.00 annual fee (prorated quarterly if not a full calendar year)

D. Clean Up and Damage Fee. A fee of \$25.00 per hour for clean up will be charged if the Meeting Room is not cleaned up as required by this Policy. Users shall pay for any actual damage to the Meeting Rooms.

E. Additional Fees. Fees may be adjusted, if room availability allows, to exceed the 3-hour limitation at an additional fee (\$10 for each additional hour per reservation).

V. Library Disclaimer

A. No Endorsement. Use of the Meeting Rooms does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Meeting Rooms must state that "The Niles District Library does not sponsor or endorse this event."

B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Meeting Room or move the meeting to a different Meeting Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Meeting Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.

C. Hold Harmless. The Niles District Library is released and held harmless from any and all claims for personal injury or property damage.

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VI. Violation and Appeal Section

The Library Director or the Library Director's designee may restrict access to Library facilities, including the Library Program 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.

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 Library Director or the Library 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 Library Director or the Library 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.

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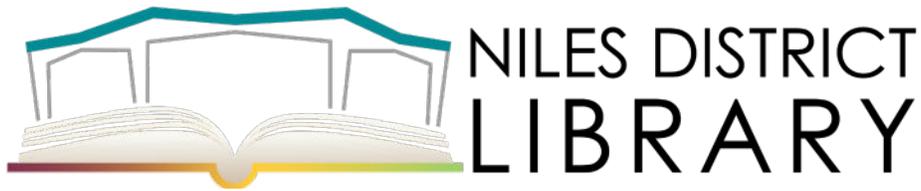
D. Reinstatement. The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Library Director's designee to review the Policy before their privileges may be reinstated. The Library reserves the right to reinstate with reasonable conditions.

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.

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[Application to use meeting room on the following page.]



APPLICATION TO USE MEETING ROOM

Date of request ____/____/____

Date of use ____/____/____ Time of use ____:____-____:____

Name of Corporation/Organization/Individual _____

Street address _____

City and State _____ Zip code _____

Telephone () _____ E-mail _____

Purpose of room use: _____

Number of attendees _____

By signing this Application, the Corporation, Organization, or Individual ("User") identified above acknowledges that it has read and agrees to the terms of the Meeting Room Use Policy. The User also agrees to indemnify and hold harmless the Niles 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 User 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.

Name of responsible person _____

Signature of responsible person _____

For staff use only

Approved _____ Date _____