

Dorr Township Library
Meeting Room Policy

Groups or individuals within Dorr Township may reserve the meeting room for use on a first come first serve basis. Long-term reservations are not accepted. Library usage will always take precedence over other use.

- In accordance with the Michigan Public Accommodation Act, this public facility may be used only by groups whose membership is open to all without restriction or discrimination based on race, sex, or religious creed.
- Persons reserving the meeting room will be required to provide a written statement of the program and objectives of the group.
- The meeting room shall not be used for any unlawful purpose, political rallies, partisan events, religious services, funerals, showers, receptions or parties.
- Only the Library (or a library group) may sponsor a fundraising or purely social event and **meetings for the exclusive purpose of fundraising by other groups are prohibited.**
- Commercial sales are prohibited.
- The Library reserves the right to change or cancel reservations within a reasonable time to accommodate Library programs.
- Use of the public meeting room does not imply Library endorsement and no announcement, press release, flyer or other promotion should state or imply Library endorsement or sponsorship of the event or the organization. Groups may not use the Library's name or address as their own address or headquarters location or store their property at the Library between meetings.
- Groups using the meeting room agree to indemnify and hold harmless the Dorr Township Library, Dorr Township, and its agents and representatives from any and all suits, actions, claims or demands of any 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 room, its furnishings or equipment.
- The user may not assign, transfer, sublet or charge a fee to others for the use of the room.
- Individuals, groups or organizations reserving the meeting room assume full responsibility for providing and paying for special accommodations that

are requested by participants in accordance with the Americans with Disabilities Act.

- A \$50 refundable security deposit and a \$5 non-refundable fee will be charged and is due at the time of reservation. (updated 6/13/05)

Use of the meeting room

- Meeting room use must not interfere with the normal operations of the Library.
- Access will be limited to the meeting room, lobby, and restrooms. The projection system in its entirety is not available for rental or use.
- Library facilities are to be left in a clean and orderly condition. Tables and chairs are to be returned to where they were found. All garbage and refuse is to be removed from the premises as part of the clean up and NOT left in the Library's garbage container. The person reserving the room will be held responsible for the condition of the room and any equipment used, and any damages will be deducted from the security deposit and/or billed to the user.
- Individuals, groups, or organizations using the meeting room will assume full responsibility for any damage done to the projection system and its components.
- Only light refreshments are to be served (coffee, cookies, clear liquids – NO RED OR DARK COLORED BEVERAGES). The user is responsible for all coffee supplies (including the coffee pot), preparing the coffee, and for clean up. No food may be prepared in the building.
- Groups are responsible for set up and clean up the day of the meeting.
- Handouts, pamphlets or other materials may be distributed only to those attending the meeting and may not be placed outside the meeting room for general distribution or left in the Library at the conclusion of the meeting.
- Adults bringing children to the meeting must keep the children with them in the meeting room. Children may not sit or play in the lobby or be left unsupervised in the Library.
- Persons attending meetings are subject to all city ordinances, state or federal laws, and library policy.

- A key may be picked up at the Library not more than 48 hours before the meeting and is to be returned not more than 48 hours following the meeting. Keys may be picked up and returned at the Circulation Desk and will require a signature and phone number. Failure to return the key will result in forfeiture of the security deposit and may result in charges to re-key the building.
- No pets or animals are allowed in the building.
- No smoking, drugs, alcohol, or gambling is allowed on library premises or property.
- Use of open flame or hazardous materials is prohibited.
- No decorations may be affixed in any way to the walls, doors, or windows of the meeting room or lobby.

Reservations

- All requests for reservations need approval of the Library Director and/or the Library Board. Approval is contingent upon room availability, and past experiences with the group, individual, and/or organization.
- Reservations must be made during normal business hours of the Library. A Meeting Room Reservation Request Form must be completed.
- The meeting room policy of the Dorr Township Library is subject to change at any time at the discretion of the Dorr Township Library Board.

Adopted 4/02
Updated 11/08

Closure of the Meeting Room
Cancellation of Library Programming

Decisions for closing the meeting room or cancel programming due to weather or other emergencies will be made by the Library Director. The following conditions shall be considered for emergency closings:

1. Weather conditions that are declared emergencies or disasters; tornado warnings and blizzard warnings being examples of such. Any use of the meeting room or library program will be canceled in the event of a tornado watch issued before or during the scheduled event. All persons will be required to leave the building unless conditions warrant taking immediate shelter from the weather. Shelter should then be taken in the women's restroom.
2. Power failure or other malfunctions of the library building, such as inoperable furnace or other unusual causes.
3. Any other emergency situations as issued by any government agency.

In the case of a meeting room rental, the Library Director will contact the person listed on the rental agreement with such a decision as soon as it is made. Any rental fee will be refunded in these situations.

Adopted 2/10/08

Meeting Room Reservation Request Form
Dorr Township Library

Date Requested _____

Start Time _____

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Finish Time _____

Organization or Individual

Address

Phone

Nature of Activity

Expected Number in Group _____

I hereby acknowledge that I have read, understand, and will comply with rules and regulations set forth in the Meeting Room Policy of the Dorr Township Library.

Signature _____

Printed Name _____

Meeting Room Fee Paid yes no

Security Deposit Paid yes no

Date _____

Adopted 4/02