

## Cheboygan Area Public Library Community Room Policies

The Cheboygan Area Public Library provides space for meetings in our Community Room. The purpose for providing space for community meetings is to further the Library's role in the community as the information resource center and as a recreational resources outlet accessible to all residents. In carrying out this role, meeting rooms are for use primarily by the Library and by organizations affiliated with the Library. However, the meeting room is also a community asset, and the Board of trustees wishes to encourage its use by area community groups when not in use for Library functions.

### Meeting room use--statement of policy

The Library meeting room is for meetings or programs of an educational, informational, cultural or civic nature, primarily presented or co-sponsored by the Library or by not-for-profit groups or agencies. Only Library sponsored or co-sponsored meetings or programs may involve sale of items, fund raising activities or solicitation of donations.

Use of the facilities for Library, Library-affiliated or Library sponsored meetings or programs shall have priority over all other requests.

Businesses may use the meeting rooms for not-for-profit activities. Programs involving the sale, advertisement or promotion of commercial products or services or the solicitation for the future sale of commercial products, are prohibited.

All meetings and programs must be free and open to any member of the public. No person's right to attend a meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. Library staff may attend or observe any meeting or any program at any time.

Meetings or programs which, in the sole judgment of the Library staff, would interfere with the functions of the Library or of patrons using the Library will not be permitted. Meetings or programs which are approved but which prove disruptive to Library operations shall immediately cease the actions disrupting Library operations upon notification to do so by Library staff.

Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization; its activities; or of the ideas and opinions expressed during the course of meetings or programs held at the Library. Any public advertising of scheduled events must include this disclaimer: **"THE SCHEDULING OF A MEETING OR PROGRAM IN THE CHEBOYGAN AREA PUBLIC LIBRARY DOES NOT IN ANY WAY CONSTITUTE AN ENDORSEMENT BY THE LIBRARY OF THE GROUP OR ORGANIZATION; ITS ACTIVITIES; OR OF THE IDEAS AND OPINIONS EXPRESSED DURING THE COURSE OF THE MEETINGS OR PROGRAMS."**

A care giver who is attending an activity in the community room or the board room may not leave a child or children unattended in the library.

Groups will be billed for the cost of any damages. Room users are responsible for the condition of the room following the meeting. Room users must clean the room, put away furniture, and discard all trash. The library reserves the right to reject future requests for the use of the facility for non-compliance of policy.

No alcoholic beverages may be served at any function held in any part of the library or library premises. All library facilities are smoke-free.

## Meeting Room use-

**Application Form and Procedure.** Any organization or group wishing to use a meeting room must complete the Application for Meeting Room Use and receive approval of the Library Director or their designee prior to requesting to schedule use of a meeting room.

**Scheduling Form and Procedure.** Scheduling request forms must be completed by an organization or group and submitted for approval. No group or organization shall consider a meeting room booked until it is scheduled and confirmed. Scheduling requests should be made at least two weeks in advance, but may not be made more than two months in advance. Scheduling requests submitted less than two weeks in advance will be accommodated when possible, in the sole judgment of Library staff.

**Library Cancellation of Scheduled Meetings or Programs.** The Library reserves the right to cancel a scheduled and confirmed booking of all or part of the Community Room upon seven (7) day's notice.

**Meetings and Programs of or for Children.** All meetings and programs of or for groups comprised primarily of people under the age of eighteen (18) require the presence of a responsible adult at all times. Parents of young children ( seven years old or younger) are encouraged to attend any meeting or program at which their child is present.

## User Fee Community Room

### In District Non-Profit Groups

- No charge during library hours; no kitchen privileges.
- \$30.00 per hour outside of regular library hours.
- \$20.00 for kitchen privileges.

### Out of District Non-Profit Groups and For-Profit Groups

#### Community Room

- \$160.00 per day (8 hours) during regularly scheduled library hours, includes kitchen privileges\*
- \$80.00 per 1/2 day (4 hours) during regularly scheduled library hours, includes kitchen privileges\*
- \$30.00 per hour includes kitchen privileges

All events must conclude by 10:00pm.

If the kitchen is used it must be left in a clean condition or the deposit fee will be forfeited.

Classes held that charge a fee or tuition to students can be scheduled for an eight week session. The library will charge a flat fee of \$25.00 for the session.

*Board Approved 12/08/2005*

*Revised 11/9/2006*