

Cheboygan Area Public Library Library Center for Community Programs Use Policies

The Cheboygan Area Public Library provides space for meetings in four (4) rooms on the lower level of the library. 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, the meeting rooms are for use primarily by the Library and by organizations affiliated with the Library. However, the meeting rooms are also a community asset, and the Board of Trustees wishes to encourage their use by area community groups when not in use for Library functions.

Room use - statement of policy

The Library Center for Community Programs (LCCP) 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.

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 a contact phone number other than the library phone number and 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 OR MEETINGS OR PROGRAMS.”**

A care giver who is attending an activity in the community 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.

Prepared food may be served in Meeting Rooms A & B and the Studio (not the Gallery).

Meeting room set-up is the responsibility of the applicant. Include set-up and break-down time in the application form. The room must be returned to its original condition after use. No items can be taped or tacked to the walls. Items may not be stored in the building before or after a meeting. If desired, a group may pay a fee of \$20.00 per event, per room, to have library staff set-up and break-down rooms. Groups will be charged for the cost of any damages.

In the event of inclement weather, utility outage or other emergency, library administration may close the library and cancel all scheduled events. Best effort will be made to notify the applicant.

The library will not be held responsible or liable for any damages or injuries to persons attending the function. The group waives the library's liability and agrees to follow the library's rules and regulations.

Potential users are encouraged to tour the building prior to using the meeting rooms. If any audio-visual or computer equipment is needed it is the responsibility of the group to schedule a training session with library staff prior to the meeting. There is no library staff on call to assist with technology questions.

The person supervising the event or program must sign-in prior to and sign-out after the event. The log book is located at the circulation desk on the main level.

Please see the library's room-booking web page for full room descriptions, layout availability, and amenities available.

Library Hours _

Mon. - Thu.	10:00am - 8:00pm
Fri.	10:00am - 5:00pm
Sat.	10:00am - 3:00pm
Sun.	Closed

Board approved 12/8/2005

Revised 11/9/2006

Revised 6/12/2008

Room use - application and scheduling

Application Form and Procedure. Any organization or group wishing to use the meeting rooms must complete the Application for Room Use and receive approval of the Library Director or their designee prior to 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 meeting rooms 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 Fees

A fee of \$20.00 if library staff set up or break down tables and chairs used for the meeting.

In District Non-Profit Groups

No charge during library hours; no kitchen privileges
\$30.00 per hour or portion of an 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 ½ 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.

Use of the facilities as a class meeting place for which tuition or a fee is charged may be

scheduled for a block of eight weeks (8) at a time. The library will charge a fee of \$25.00 per weekly contact hour. All classes must be held during the library's regular operating hours.

If the library kiln is used the library will charge a firing fee calculated by using the number of hours the kiln is in use multiplied by the current cost of electricity.

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