

### **Public Use of the Meeting Room**

Romulus Public Library values the pursuit of individual and community goals by ensuring the open exchange of materials and ideas. In support of our values and our mission the library makes available a Meeting Room for public use which supports and furthers our mission.

Public use of the Meeting Room is subject to availability and compliance with the terms of this policy. When the meeting room is not being used by the library or library-sponsored or co-sponsored events, the space will be made available to the public on equal terms regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Meeting Room is to be used for general information, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings. The Meeting Room is intended to host organized meetings and is not available for party-type functions. No commercial, sales, or profit-making use of the Meeting Room is allowed.

The Meeting Room is also available to individuals on a first-come, first-served basis as a place for quiet study. Reservations are not required for individual quiet study as long as the room is not in use during the requested time.

Provision of the library Meeting Room for public use does not constitute endorsement by Romulus Public Library or by its staff, of the groups or individuals using the Meeting Room or their beliefs. This policy does not apply to meetings or use of the Meeting Room by the Romulus Public Library or programs sponsored or co-sponsored by the library.

### **Availability and Use of Library Meeting Room**

For the safety of its users, the library Meeting Room has a maximum capacity of 40 persons as established by the City of Romulus Fire Chief. Meeting Room users are responsible for ensuring that maximum capacities are not exceeded.

Although the library will make every effort to avoid scheduling library sponsored or co-sponsored events which conflict with previously scheduled public uses of the meeting room, in the event that such conflicts arise, the library use will supersede the public use.

To ensure or promote the accessibility of the library Meeting Room to a wide variety of community groups, and so that the entire community may have opportunity to make use of the limited facilities available, the following rules of use apply:

- A. Meeting Room use will not be scheduled before or after library hours.
- B. Meeting Room use is limited to four hours unless approved by the Library Director or designee in advance.
- C. Events must be terminated 15 minutes before the library closes.
- D. Library staff may attend or observe any event at any time.
- E. The library Meeting Room may not be reserved more than three months in advance of the requested use date.

**Free Use of the Library Meeting Room**

The library Meeting Room is available for use, free of charge, to 501(C) (3) non-profit groups or individuals that are indisputably not commercial in nature. Determination of whether a group or individual meets this criterion rests with the Library Director or his/her designee.

**Capacity** - Meetings/events/programs must be open to all persons who wish to attend, within the maximum allowed capacity of the space.

**Fees/Donations** - With the exception of library-sponsored or co-sponsored events, no fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the sponsoring individual, group, or organization at a later date.

**Rental of the Library Meeting Room**

Individuals or organizations not able to meet the criteria for free use of the library Meeting Room may be eligible to rent the Meeting Room for a fee, subject to a determination that the proposed use is appropriate to the space, and not disruptive to regular library functions. Final determination regarding eligibility to rent the Meeting Room rests with the Library Director or his/her designee. Rental fees, if applicable, are non-refundable. Meeting Room rental fees will be charged in accordance with the following fee schedule adopted by the Library Board.

Category 1	No Charge	Library uses and co-sponsored programs	Library sponsored or co-sponsored cultural events, library programming and library educational events
Category 2	No Charge	Romulus or Huron Township Resident, Educational, Cultural, Informational or Governmental/Civic Activities, Non-Profit 501(C)(3)	Homeowners associations, public lectures, panel discussions, workshops, and other similar functions 501(C) (3) documentation may be required.
Category 3	\$25.00/per session (up to four hours)	For-Profit Organizations/Businesses in Romulus or Huron Township	For-profit businesses of Romulus or Huron Township residents or businesses located within the same.
Category 4	\$100.00/per session (up to 4 hours)	Non-Resident	Non-Resident non-profit and for-profit groups, individuals or organizations
Category 5		No usage permitted	For-profit groups or organizations soliciting or selling products or services are not eligible to use the library meeting room.

**Scheduling and Reserving Library Meeting Room for Public Use**

All reservations will be made on a first-come, first-served basis. An adult (18 years of age or older) representative of the group must complete and sign the Meeting Room Application and

pay any fees owed. The meeting room will only be booked upon approval of the Library Director or his/her designee. The Library Director or designee will contact the applicant upon approval. Do not assume that the reservation has been approved upon submission of the application to the Library Director. Meeting Room agreements must be fully executed and rental fees, if applicable, must be paid before the room can be used.

**Guarantee** - The library is not able to guarantee that a particular time slot will continue to be available to any organization.

**Rescheduling** - The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored or co-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options when they arise.

**“No-Show” Reservation** - If an individual/organization fails to show for a reserved time slot, after 30 minutes the library may cancel the reservation and allow another use of the room. If an individual/organization fails to utilize a meeting room reservation without notifying the library of the cancellation at least three days prior to the scheduled use, or if the Rules of Conduct for Meeting Room Use are not observed, the library may cancel or decline to schedule any future reservations for that individual/organization. Such cancellation will be made at the determination of the Library Director or his/her designee.

#### **Rules of Conduct and Conditions for Meeting Room Use**

Library Meeting Room users must agree to abide by the Patron Responsibilities and Conduct Policy and the following rules of conduct specific to Romulus Public Library Meeting Room use:

**Contact/Registration** - Meeting Room users are responsible for scheduling and confirming reservations. The library telephone number may not be used as a contact for those attending the meeting. Library staff will not handle registration or answer questions concerning the organization’s use of the Meeting Room.

**No Interference with Library Operations** – 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 Patron Responsibilities and Conduct Policy and all library policies.

**Electronics** – The library provides a large screen television and DVD player for use in the Meeting Room. However, the library is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the library by room users.

**False Information** - Inclusion of false information on the Meeting Room Application will result in automatic and immediate revocation of permission.

**Fees/Admission** – No admission or fees of any kind may be charged to attend programs or meetings held in the library.

**Refreshments** – Light refreshments may be served in the Meeting Room. However, the room must be cleaned up after each use and left in the condition it was in at the start of the meeting.

Alcoholic beverages are not allowed. The library does not provide supplies such as cups, containers, coffee makers, etc.

**Minors** – Groups including minors must be supervised by at least one responsible adult 18 years of age or older. A responsible adult must apply for, sign and take responsibility for the reservation. Groups larger than twenty persons must have sufficient adult supervisors to maintain a ratio of at least one adult per twenty minors.

**Publicity** - Applicant shall not promote their event with the library name and address or location without a signed, approved Meeting Room Application. Advertising materials used at the library (flyers, posters, banners, etc.) shall be submitted to the library for approval and posting will be displayed when deemed appropriate by the library. Publicity for events to be held in the library must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by Romulus Public Library, unless prior permission to do so has been given in writing.

**Reservation Reassignment** - Groups or organizations may not assign their reservations to other groups or organizations.

**Responsibility** – The Meeting Room and other library spaces must be left in their original condition, neat, clean, and undamaged. Excessive amounts of garbage (beyond the capacity of trash receptacles provided in the meeting room) must be removed by the room user. Users (the signer of the Meeting Room Application) must pay the cost to clean or repair any library equipment, furniture, facility, or grounds they damage. The individual who signs the Meeting Room Application, as well as the membership of the group or organization as a whole, will be held responsible for any and all losses or damages that may occur as a result of the use of the Meeting Room and for the supervision of all minors attending the activity.

**Room Set Up** - Individuals and organizations using library facilities are responsible for room set up and take down. Furnishings and equipment must be replaced in the locations in which they were found, or placed according to specific instructions provided by staff within the hours booked by the individual or organization.

**Printed Materials/Literature** – 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 Room shall not leave printed materials on library property without prior approval of the Library Director.

**Storage** - The library is not responsible for materials or equipment brought to or left in the facility or on the grounds by users. The library is not able to provide storage space for materials or equipment between meetings. Items left in the meeting rooms will be moved to Lost and Found or discarded.

*Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless Romulus Public Library and the City of Romulus and its appointed officials, boards, committees, agents and employees (collectively, the "library" and the "City") against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the library or the City or which the library or the City may pay, sustain, or incur by reason of the use of library facilities by sponsoring individuals or organizations.*

*Authorization to use library facilities may be revoked by the Library Director or his/her designee upon violation of any Policy, rule or procedure. A written appeal of the decision may be made by the complainant to the President of the Library Board of Trustees within 10 business days. The Library Board of Trustees will review the documentation and render their decision within 60 days of the receipt of the appeal.*

*Romulus Public Library  
Board of Trustees  
11121 Wayne Road  
Romulus, MI 48174*