



Public Use of Library Meeting Rooms

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 provides meeting rooms for public use.

Public use of the meeting rooms is subject to availability and compliance with the terms of this policy. When the meeting rooms are 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.

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

The meeting rooms are 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 rooms are not in use during the requested time.

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

Availability and Use of Library Meeting Rooms

Maximum room capacities as established by the City of Romulus Fire Chief are posted in the meeting rooms. Meeting room users are responsible for ensuring that maximum capacities are not exceeded:

Community Room 1 – 40 persons
Community Room 2 – 27 persons
Combined Meeting Rooms 1 and 2 – 67 persons

- 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 rooms, in the event that such conflicts arise, library use will supersede public use.
- Meeting room use will not be scheduled before or after library hours.
- Meeting room use is limited to four hours unless approved by the Library Director or designee in advance.
- Events must be terminated 15 minutes before the library closes.
- Library staff may attend or observe any event at any time.
- Meeting rooms may not be reserved more than three months in advance of the requested use date.

Adopted by Romulus Public Library Board Mar.1, 2013; rev. Mar.16, 201; rev. Dec. 18, 2017; Mar. 18, 2019; Feb. 22, 2022.



Free Use of the Library Meeting Rooms

Meeting Rooms are available 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.

- **Inclusivity** - 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. No sales may 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 Library Meeting Rooms

Individuals or organizations not able to meet the criteria for free use of library meeting rooms may be eligible to rent a 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 a 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	Resident Non-Profits 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 2	<p>Community Room 1 Capacity 40 persons \$50 per session up to four hours</p> <p>Community Room 2 Capacity 27 persons \$30 per session up to four hours</p> <p>Both Rooms Combined Capacity 67 persons \$80 per session up to four hours</p>	Resident For-Profits For-Profit Organizations/Businesses in Romulus or Huron Township	For-profit businesses located in Romulus or Huron Township. No soliciting or selling of products is allowed on premises.

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Category 3	\$150/per session up to four hours for either room	Non-Residents	Non-Resident groups, individuals, or organizations.
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Scheduling and Reserving Meeting Rooms for Public Use

All reservations will be made on a first-come, first-served basis. An adult representative (18 years of age or older) of the group must complete and sign the Meeting Room Application and pay any fees owed. Meeting rooms will be booked only 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. Meeting room agreements must be fully executed and rental fees, if applicable, must be paid before the rooms 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 should 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 a 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 rooms. However, the library is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the library by room users.

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Romulus Public Library
Community Meeting Room Policy
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- **False Information** - Inclusion of false information on the Meeting Room Application will result in automatic and immediate revocation of permission to use a room.
- **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 rooms. However, the room must be cleaned 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 20 persons must have sufficient adult supervisors to maintain a ratio of at least one adult per 20 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** – Meeting rooms and other library spaces must be left in their original condition and be left 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. 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 a 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 a meeting room shall not leave printed materials on library property without prior approval of the Library Director.

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- **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*

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