

## Policy Statement

As part of its mission, the Rochester Hills Public Library (RHPL), the “Library”, provides community meeting rooms as a service to the community. The Library Board of Trustees recognizes that the Library facilities belong to the community and permits use of specified meeting rooms by residents who are members of established organizations within the Library's service area.

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## Regulations

### I. Scheduling of Meeting Rooms

- A. Library operations and programs have priority use of meeting rooms.
- B. Library patrons, age 18 or older with an eligible RHPL card in good standing, may apply for a meeting room reservation.
- C. Rooms designated as available for reservation and use as a community meeting room are listed on [rhpl.org](http://rhpl.org).
- D. Patrons must visit [rhpl.org](http://rhpl.org) to submit an online reservation. Applications must be received at least one week in advance and up to two months in advance of the requested reservation date. Meeting rooms are available on a first-come, first-serve basis.
- E. Meeting room reservation requests are confirmed only with the approval of Library staff. Applications may be approved, rejected, or withdrawn at the discretion of the Library Director. The Library may cancel any meeting in accordance with Library policies for temporary closures or emergency procedures.
- F. Meeting rooms may only be scheduled for use during regular Library hours.
- G. Meeting rooms may be reserved for a maximum of four (4) hours per group per use.
- H. Meeting room reservations are limited to two (2) per month per group.
- I. Groups must vacate the meeting room at least fifteen (15) minutes before the Library closes. Exceptions must be requested in writing and approved in advance by the Library Director.
- J. Cancellations must be made with no less than 24 hours notice. Meeting room reservations that are unclaimed after fifteen (15) minutes will be considered no-show reservations and the meeting room will become publicly available. No-show reservations are noted and two (2) or more may result in the loss of future reservation privileges.
- K. The registration of participants for a meeting that uses Library facilities is the sole responsibility of the sponsoring group.

- L. Library staff will unlock a room for any member of the group even if the responsible party is not present.
- M. Directions for technology equipment are provided in the meeting rooms (where applicable), as well as at the Circulation Desk. Library staff will provide basic technology assistance for Library-provided equipment.
- N. The reservation application signee is responsible for making program attendees aware of the Library's policies and regulations.
- O. All groups using a meeting room must be under adequate adult supervision with adult attendance at all times.
- P. The reservation signee is responsible for the repair or replacement of any damaged facilities or equipment.
- Q. All room amenities shall be stated at the time the application is submitted. Groups wishing to use Library-provided audiovisual equipment must make that request at the time of the application. Library staff will make an effort to set up the room according to standard configurations only. Furniture and amenity set up is dependent on Library staff availability and no set up is guaranteed. As a result, last minute changes in reservation time, set up, or amenities cannot be accepted.
- R. Meeting room capacity is indicated on the online application form. The responsible party shall comply with capacity limits and/or local fire department occupancy regulations.

### **II. Rules for Meeting Room Use**

- A. All users of Library meeting rooms agree to comply with all applicable laws, local ordinances, and Library policies.
- B. All meetings shall be open to the public.
- C. Established non-profit groups, including civic, cultural, government, political, or educational groups, may use meeting rooms. Establishment papers may be requested by Library staff for verification purposes (such as a copy of the group's 501 (c) (3) certificate or State of Michigan nonprofit articles of incorporation and bylaws.) Other organizations, such as for-profit businesses, must receive the Library Director's approval before a reservation is approved.
- D. Meeting rooms are available for reservation regardless of the beliefs or affiliations of individuals or groups requesting use of the facilities.
- E. Meetings shall not disturb regular Library functions. Activities of the organization or group must be limited to the room reserved. Placement of materials or decorations on walls or doors or outside the building is not permitted.
- F. Materials brought into the space need to be cleared from the room once the reservation concludes.

- G. Food and non-alcoholic beverages (in closed containers) are permitted during the meeting. Groups must clean up and bring their own supplies.
- H. Authorization to use the meeting room is not transferable to another organization.

### **III. Publicity:**

- A. Permission to meet at the Library does not constitute the Library's endorsement of any group's policies or beliefs.
- B. The use of meeting rooms by groups who are not affiliated with the Library shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
- C. Groups shall not use the Library's name for any purpose other than to indicate the location of the meeting.
- D. The name, address, or phone number of the Library may not be used as the official address or headquarters of any organization except those affiliated with the Library.
- E. The Library maintains a calendar of confirmed meeting dates and reservations. Groups must be willing to have notice of their booking appear on the reservation calendar.
- F. The Library will share the name and telephone number of the reservation signee if there are any inquiries from the public about the meeting or organization.

### **IV. Prohibited Activities:**

- A. Admission charges, registration fees, sales of products or services, soliciting, fundraising, raffles, or auctions by non-library programs. Non-profit groups may charge fees to recover costs for learning materials, course credits, or food service, but may not use these as fundraisers.
- B. The sale, promotion, endorsement, or advertisement, whether directly or indirectly, of a commercial product or service. This includes organizations or businesses that intend to generate future revenue based upon "free" educational programs promoting products or services offered by the sponsoring party.
- C. Instructors or groups conducting classes for profit-promoting future courses or services entailing fees.
- D. Groups offering public reading of stories (aka story time programs).
- E. Employee recruitment.
- F. Gambling activities.
- G. Strictly social functions; defined as an event intended for entertainment through companionship with friends and associates including, but not limited to weddings, anniversaries, showers, birthday and social parties.
- H. Religious ceremonies; defined as a religious congregation meeting with an officiant presiding over the rituals.

- I. Benefit events for private individuals.
- J. Commercial literature or non-event-related literature.
- K. The use of tobacco, alcoholic beverages, marijuana, and controlled substances. The Library Board of Trustees may approve use of alcoholic beverages for Library-sponsored events.
- L. Taping, stapling, or tacking of materials to the walls or other furnishings.
- M. Smoking, candles, or other incendiary objects.
- N. Use of any equipment not provided by the Library without the advance written approval of the Library's staff.

### V. Fees:

- A. If a meeting runs late, a \$25 fee may be assessed for every fifteen (15) minutes beyond the vacated deadline and the groups' meeting privileges may be suspended.
- B. The meeting room must be left in the same condition it was prior to the meeting. If special cleaning or rearranging of the meeting room is needed, the reservation application signee may be charged a minimum of \$50.
- C. Tipping or other payment or compensation to Library staff is prohibited.

### VI. Violation and Appeals

- A. Failure to comply with the terms of this policy may result in a forfeiture of meeting room privileges as determined by the Library Director.
- B. A patron whose privileges have been suspended or revoked may have the decision reviewed by the Library Board of Trustees.

### VII. Library Disclaimer:

- A. The Library shall not be held liable for any injury sustained or damage related to the use/misuse of equipment or facilities.

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Approved: March 10, 2025

Rochester Hills Public Library Board of Trustees