

## Meeting Room Use Policy

### Policy Statement

The Rochester Hills Public Library (RHPL) provides meeting rooms so that the library can promote its program of service to the community. The library board of trustees recognizes that the library facilities belong to the community and permits facilities use by established non-commercial groups and organizations based in Rochester, Rochester Hills and Oakland Township.

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### Regulations

1. This policy is subject to change at any time.
2. Library, library related and library sponsored or co-sponsored programs have priority in the use of the facilities.
3. Outside organizations and individuals representing said organizations, shall not be permitted to reserve a public meeting room more than twice a month.
4. Public meeting room reservations are only available to non-commercial, non-profit groups in Rochester, Rochester Hills and Oakland Township. The library may require a copy of an organization's 501 (c) (3) certificate or State of Michigan non-profit articles of incorporation and bylaws.
5. Library facilities shall only be reserved for civic, cultural or educational purposes. Meetings of an infomercial nature (including selling a product or service and/or soliciting new customers) or any commercial ventures are not permitted.
6. Meetings that may disturb regular library functions are not permitted.
7. All meetings shall be open to the public.
8. Applicants must be age 18 or older and have a RHPL resident card in good standing. The library will share the name and telephone number of the applicant if there are any inquiries from the general public about the meeting or organization.
9. A completed application form must be submitted to the community relations specialist for each date requested. Applications must be received at least one week in advance, but not more than two months prior to the requested reservation date. Applications received beyond the two-month limit, that are incomplete, or that include multiple date requests will not be

- accepted or retained. With the exception of library programs, meeting rooms are available on a first come, first served basis.
10. Reservations are not considered confirmed without the approval of the library community relations specialist.
  11. Meeting rooms shall only be scheduled for use during regular library hours and must include the total time involved (from setup to vacate). Meeting rooms must be vacated at least 15 minutes before the close of regular library hours. Any exception must be requested in writing and approved in advance by the library director. If a meeting runs late, a \$25 fee may be assessed for every 15 minutes beyond the vacate deadline and the group's meeting privileges may be suspended.
  12. Cancellations without 24-hour notice or failure to show for a reserved room may result in a \$25 booking and setup fee as well as suspension of meeting privileges.
  13. Any application may be rejected, or any previously granted permission may be 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.
  14. All room setup and amenities shall be stated at the time the application is submitted. Groups wishing to use library-supplied audiovisual equipment must make that request at the time of application. Library staff will set up the room according to approved application indications only. Last minute changes in setup or amenities will not be accepted.
  15. Permission to meet at the library does not in any way constitute the library's endorsement of any group's policies or beliefs. The reservation of a specific meeting room, or portion thereof, does not entitle the user to sole use of any other room in the library.
  16. A group shall not use the library's name for any purpose other than to indicate the location of the meeting. The name, address or telephone of the RHPL shall not be used as the address, information contact source or headquarters for any group using the library for meeting purposes, the only exception being the Friends of the Library.
  17. Any publicity regarding meetings held at the library must contain the following statement: "This program is neither sponsored nor endorsed by the Rochester Hills Public Library."

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18. Any publicity designed for an audience beyond the members of the group must be approved in advance by the library's community relations specialist.
19. Literature may be distributed during the meeting, but commercial advertising, such as coupons or testimonials, will not be permitted.
20. The registration of participants for a meeting that uses library facilities is the responsibility of the sponsoring group, not the library.
21. The library prohibits admission charges. Nonprofit groups may charge fees for learning materials, course credits or food service not used as a fund-raiser.
22. The library prohibits the sale of merchandise and other fundraising activities for non-library purposes on library property. The only merchandising and fundraising activities permitted are library or Friends of the Library sponsored sales or activities. Any exception must be requested in writing and be approved in advance by the library director.
23. Food is permitted during a meeting but no cooking facilities are available. The group is responsible for cleanup and must bring its own supplies (coffee cups, napkins, etc).
24. Alcoholic beverages are prohibited in or on library property without advance approval by the library board of trustees.
25. Taping, stapling or tacking of materials to the walls or other furnishings is prohibited.
26. Library staff will unlock a room for any member of a group even if the responsible party is not present. A key to a room may be obtained by any member of the group with a valid resident library card.
27. The facility must be left in the same condition it was prior to the meeting. If special cleaning or re-arranging of the facility for any reason is needed, the responsible party indicated on the meeting room application may be charged a minimum of \$50.
28. Use of any kind of equipment not supplied by the library is prohibited without the advance written approval of the library director or the library community relations specialist.
29. Directions for technology use will be provided in the meeting room as well as at the Information Desk. Library staff will provide basic technology assistance, within reason, with library-provided equipment.

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30. All users of library facilities agree to comply with all applicable laws and local ordinances.
31. The responsible party must make program attendees aware of the library's policy and its regulations.
32. All groups using a room must be under adequate adult supervision with an adult in attendance at all times. The supervising adult must accept responsibility for the repair or replacement of any damaged facilities or equipment.
33. The library is a smoke free environment.
34. Guns, weapons or guard dogs are not allowed in the library or on library property without advance written permission from the library director. Governmental law enforcement officers are exempt; private security guards are not exempt.
35. Meeting room capacity is indicated on the application form. The supervising or responsible adult shall comply with capacity limits and/or local fire department occupancy regulations.
36. The library shall not be held liable for any injury sustained or damage done that is related to the use/misuse of equipment or facilities.
37. No tipping or other payment or compensation to library personnel is permitted.
38. Failure to comply with the terms of this policy may result in a forfeiture of meeting room privileges as determined by the library director.
39. A customer whose privileges have been suspended or revoked may have the decision reviewed by the board of trustees.

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Approved: October 13, 2008  
Rochester Hills Public Library Board of Trustees