

# Meeting Room Use Policy

## Policy Statement

As part of its mission, the Rochester Hills Public Library (RHPL) provides meeting rooms to promote its service to the community. The library board of trustees recognizes that the library facilities belong to the community and permits facilities use by established nonprofit, civic, or educational groups/organizations located in Rochester, Rochester Hills, and Oakland Township.

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## Regulations

### 1. Rules for Meeting Room Use:

- a. All users of library meeting rooms agree to comply with all applicable laws, local ordinances, and Rochester Hills Public Library policies.
- b. All meetings shall be open to the public and the meeting shall not disturb regular library functions.
- c. Library programs have priority use of the meeting rooms.
- d. 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.
- e. Cancellations must be made with no less than 24-hour's 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.
- f. Only non-commercial and event-related literature may be distributed during the meetings.
- g. The registration of participants for a meeting that uses library facilities is the sole responsibility of the sponsoring group.
- h. The library prohibits admission charges. Nonprofit groups may charge fees for learning materials, course credits, or food service not used as a fundraiser.
- i. The library prohibits the sale of merchandise and other fundraising activities for non-library programs on library property.
- j. Food and drinks are permitted during a meeting. Groups must cleanup and bring supplies.
- k. The use of alcoholic beverages is prohibited in or on library property without advance approval by the library board of trustees.
- l. Taping, stapling, or tacking of materials to the walls or other furnishings is prohibited.
- m. The library is a smoke-free environment. The use of candles and other incendiary objects is prohibited.
- n. Library staff will unlock a room for any member of the group even if the responsible party is not present.

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- o. Use of any equipment not supplied by the library is prohibited without the advance written approval of the library's community relations manager.
- p. 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.
- q. The reservation application signee must make program attendees aware of the library's policies and regulations.
- r. All groups using a meeting room must be under adequate adult supervision with adult attendance at all times. The reservation application signee must accept responsibility for the repair or replacement of any damaged facilities or equipment.

2. **Application and Scheduling:**

- a. Meeting rooms are limited to the Multipurpose Room on the first floor and Conference Rooms A and B on the second floor.
- b. Library patrons age 18 or older with an eligible RHPL card in good standing may apply for a meeting room reservation. The library will share the name and telephone number of the patron if there are any inquiries from the public about the meeting or organization.
- c. 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.
- d. Meeting room reservation requests are confirmed only with the approval of library staff.
- e. Meeting rooms may only be scheduled for use during regular library hours. Meeting rooms may be reserved for a maximum of four (4) hours per group, per use.
- f. Meeting room reservations are limited to two (2) per month, per group.
- g. Applications may be 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.
- h. All room 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 cannot be accepted.
- i. The library may require a copy of the group's 501 (c) (3) certificate or State of Michigan nonprofit articles of incorporation and bylaws.
- j. Meeting room capacity is indicated on the online application form. The responsible party shall comply with capacity limits and/or local fire department

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occupancy regulations.

### 3. **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.

### 4. **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 personnel is prohibited.

### 5. **Library Disclaimer:**

- a. Permission to meet at the library does not constitute the library's endorsement of any group's policies or beliefs.
- b. Groups shall not use the library's name for any purpose other than to indicate the location of the meeting.
- c. 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: September 13, 2021  
Rochester Hills Public Library Board of Trustees