

Pontiac Public Library Meeting Rooms

Policy Statement

The Pontiac Public Library (PPL) provides meeting rooms as a service to the community. The Library Board of Trustees recognizes that the library facility belongs to the community and permits the facility use by established non-commercial groups and organizations based in Pontiac.

Approved by Library Board on December 9, 2008

Regulations

- Non-Pontiac based groups or non-residents must pay \$50.00. This fee is due at submission of application and is non-refundable.
- Pontiac residents can rent the room for \$25.00.
- Public meeting room reservations are available to noncommercial, non-profit groups in Pontiac. 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.
- Library, library related and library sponsored or co-sponsored programs have priority in the use of facilities.
- The library does not discriminate against any group based on race, gender, religion, national origin, or sexual preference. Religious worship services will not be permitted in the library meeting rooms.
- Persons or groups using library meeting rooms shall observe all rules of conduct and policies applicable to library patrons.
- Library facilities shall be reserved for civic, cultural or educational purposes. Meetings of an infomercial nature (including the selling of a product or service and/or soliciting new customers) or any commercial ventures are not permitted. However the sale of books, CD's and other items by authors or artists as a part of and incidental to Library programming shall be permitted if such sale is approved in advance by the Library Director.
- Meetings that may disturb regular library functions are not permitted.
- Applicants must be age 18 or older and have a Pontiac Public Library card in good standing.
- A completed application form must be submitted to the Library Director or designee. Applications must be received at least one week in advance. With the exception of library programs, meeting rooms are available on a first come, first served basis.
- Reservations are not considered confirmed without the approval of the Library Director or designee.
- Meeting rooms shall only be scheduled for use during regular library hours and must include the total time involved (from set-up to vacate). Meeting rooms must be vacated at least 15 minutes to the close of regular library hours. 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.

- o 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.
- o 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.
- o 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.
- o 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 Pontiac Public Library shall not be used as the address, information contact source, or headquarters for any group using the library for meeting purposes. The only exception will be the Friends of the Library.
- o Any publicity regarding meetings held at the library must contain the following statement: "This program is neither sponsored nor endorsed by the Pontiac Public Library."
- o Any publicity designed for an audience beyond the members of the group must be approved in advance by the Library Director or designee.
- o Literature may be distributed during the meeting, but commercial advertising, such as coupons or testimonials, will not be permitted.
- o The registration of participants for a meeting that uses library facilities is the responsibility of the sponsoring group, not the library.
- o The library prohibits admission charges. Nonprofit groups may charge fees for learning materials, course credits, or food service not used as a fund-raiser.
- o 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 Friends of the Library sponsored sales or activities. Any exception must be requested in writing and be approved in advance by the Library Director.
- o 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).
- o Alcoholic beverages are prohibited in or on library property.
- o Taping, stapling or tacking of materials to the walls or other furnishings is prohibited.
- o Library staff will unlock the room for any member of a group, even if the responsible party is not present.
- o 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 \$25.

- Use of any kind of equipment not supplied by the library is prohibited without the advance written approval of the Library Director or designee. Library staff will provide basic technology assistance, within reason, with library-provided equipment.
- All users of library facilities agree to comply with all applicable laws and local ordinances.
- The responsible party must make program attendees aware of the library's policy and its regulations.
- 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.
- The library is a smoke free environment.
- Guns, weapons, or guard dogs are not allowed in the library or on library property. Governmental law enforcement officers are exempt; private security guards are not exempt.
- 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.
- 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.
- No tipping or other payment or compensation to library personnel is permitted.
- Failure to comply with the terms of this policy may result in forfeiture of meeting room privileges as determined by the Library Director.
- A minimum of two (2) people per group is required to reserve the meeting rooms. Meeting rooms can be used by individuals pending availability for only 1 hour increments, priority will be given to advance group booking.
- A customer whose privileges have been suspended or revoked may have the decision reviewed by the Library Board of Trustees.



Application for Use of Meeting Room

* Indicates required field

Name of Organization *: _____

Name of Responsible Party *: _____

Type of Organization (Select one)*: Profit Non-profit
(If non-profit, please attach verification)

Address *: _____

Telephone *: _____

Date of Meeting *: _____ Time of Meeting *: _____

Expected Attendance *: _____ Fee for Use: _____
(See policy for rates)

Equipment Request (Circle all that apply): Projector Screen VGA cable Podium

Room Set-Up (Select one): Auditorium seating Classroom-style seating
 U-shaped table Conference-style Open floor

Purpose of Meeting *: _____

I am familiar with the regulations covering the use of the Pontiac Public Library's meeting rooms and agree to abide by them.

I agree to be responsible for maintaining order, paying for any damage to library property, and seeing that all furniture is in the place in which it was found. **I understand that failure to comply with the regulations may result in the cancellation of the reservation and forfeiture of any fee.**

Signature *: _____ Date *: _____

For In-House Use Only

Fee for Use (Check one): \$25 fee for Pontiac resident or Pontiac-based organization

\$50 fee for non-resident or organization based outside Pontiac

Fee waived for non-profit organization (Must verify 501(c)(3) status)

Study-Session

Meeting Room Selected (Check One): Michigan Room (Capacity 12)

Auditorium (Capacity 50)

Lower Level Youth Room (Capacity 16)

Computer Lab (Capacity 14)

Other (Write in): _____
(This option is subject to approval by Director)

Approved by Director's Office: _____

Date: _____