



Meeting Room Policy

Rules and Regulations

The Board of Trustees of the East Lansing Public Library recognizes that the Library facility belongs to the community. Accordingly, it is the policy of the Board to make the Library Meeting Room available, on a limited basis, to the community. The primary purpose of the Library facility is to provide library services to the community. The Board recognizes that there are costs associated with non-library use of the Library Meeting Room and that, consequently, Meeting Room usage fees need to be assessed to cover these costs. The Board reserves the right to modify the policy and guidelines at any time.

The following rules are for the use and rental of the Library Meeting Room:

Availability

- Meeting Room Usage Priorities: Library programs, library-related programs and City of East Lansing programs are scheduled in advance, after which the room is available to community organizations, nonprofit organizations, town meetings of elected officials or representatives of local, state and national government and for-profit groups on a "first-come-first-served" basis.
- Private social gatherings are not permitted.
- Meetings must comply with the provisions of the Open Meetings Act, if applicable.
- Meeting Room programs must not interfere with library operations.
- The Library Meeting Room cannot be a point of sale nor can any financial transactions be conducted or otherwise take place by any non-Library sponsored groups during its use of the Meeting Room. Soliciting of funds or sales is not permitted.
- Fund-raising events are not allowed unless they are library-sponsored events.
- Groups using the meeting room cannot charge admission or registration fees onsite.
- Educational courses conducted by non-profit groups may charge fees for learning materials or course credits.
- All groups using the Meeting Room must be under adequate adult (18 years or older) supervision, with an adult in attendance at all times; the supervising adult must assume responsibility for the repair or replacement of damaged facilities or equipment.
- The capacity of the Meeting Room, as determined by the Fire Marshall, shall be observed; Whole Room: 208 persons. As a general rule, the entire Meeting Room can hold 112 persons "theatre" style and 70 persons "classroom" style.
- Any group using the facility must comply with all applicable Civil Rights laws.
- For, and in consideration of the use of the Meeting Room, any person or group using the room shall agree to indemnify and hold harmless the East Lansing Public Library and its representatives from and against any and all

claims, demands, judgments, settlements, damages, actions, causes of actions, injuries, administrative orders, consent agreements and orders, liabilities, penalties, costs and expenses of any kind whatsoever, which may arise or be asserted, directly or indirectly, with regard to the use of the room.

- The Library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in the Meeting Room. All items are placed in the Meeting Room at the owner's risk.

Scheduling/Application/Canceling

- All meetings must take place during normal library hours.
- Reservations will be taken in the order of application with payment. Groups must submit an application signed by the supervising adult with the requisite fee before the reservation will be accepted. In case payment cannot be submitted immediately, it must be received within three days of the reservation.
- An adult representative of a group shall sign an application accepting responsibility for (a) the group's adherence to the rules, (b) any damage to library property or equipment, and (c) payment of appropriate fees.
- Reservations may be made no more than three (3) months prior to the scheduled meeting at the discretion of the Meeting Room Coordinator. There is no expectation that the Library Meeting Room will be available to the public at the same times and days each month or subsequent days in a row.
- Hours of scheduling shall include the total time involved in the meeting, from the time the organization requires the room, for assembling, set-up or other purposes, to the time the room is cleaned and vacated.
- Cancellation of meetings should be received at least two days before the scheduled time. Cancellations submitted after normal business hours will not be received until the next business day. Failure to notify the Library of cancellation two days prior will result in the forfeit of the fee.
- Room set-up and equipment needs shall be stated at the time the application is submitted.
- With due cause, the Library reserves the right to reject any application and withdraw previously granted permission for use of the facility for violation of these rules. The Library may cancel any meeting because of adverse weather conditions or for other emergency reasons.
- Permission to use the Meeting Room does not constitute a lease.

Responsibility for Equipment and Facilities

The Library will provide the following equipment upon request:

Chairs

Tables

Podium

Stationary screen and LCD projector

Easel

DVD player

Microphone

Coffee percolator

Hot water percolator

- The group assumes full responsibility for all equipment used and any damages to the Meeting Room itself.
- Groups must provide a qualified operator for any equipment used. Use of electrical or other equipment must conform to normal fire and safety standards. Approval must be received in advance for equipment not supplied by the Library.
- Nothing may be affixed or mounted to the walls of the Meeting Room except where tack-able surfaces are provided.
- The Library will not provide storage for any purpose to any group.
- Groups are responsible for the facility until they have notified staff that they have vacated the room.
- Groups must never leave the room unattended.
- The Library reserves the right to charge a fee for any needed repairs or cleaning.

Kitchen Facility

- The kitchen facility is to be used to prepare light refreshments that may require only warming in a microwave. On-site cooking is not available.
- All plates, cups, eating utensils, etc. must be furnished by the user.
- Groups reserving the non-kitchen half of the Meeting Room will not have access to the kitchen facility. They may bring refreshments that do not require warming.
- The kitchen and all facilities used must be left clean, all refuse removed, all food items removed, all electrical equipment turned off, and all furnishings cleaned.
- The Library reserves the right to charge a fee if excessive cleaning is required.
- The Library is not responsible for any equipment left in the Meeting Room or the kitchen.

Fees

The meeting room is charged in two-hour blocks and one-hour increments only thereafter. If meetings run beyond the scheduled time, groups will be charged for the additional hour(s). Additional time may not be available based upon the schedule.

	Resident/Non-Profit Organization	Non-Resident/For-Profit Organization
Whole Room	\$40 for 2 hours, each additional hour \$10	\$50 for 2 hours, each additional hour \$15
Half Room	\$30 for 2 hours, each additional hour \$5	\$40 for 2 hours, each additional hour \$7

General Regulations

- Smoking, the use of tobacco products, electronic smoking products, drugs, candles or incense is prohibited.
- No alcohol or alcoholic beverages of any type may be brought into, served or consumed on the Library's premises.
- All users of the Library facility agree to comply with all applicable state and federal laws and local ordinances. Further, in accordance with Act No. 453 of the Public Acts of 1976 and Act. No. 220 of the Public Acts of 1976, and City Ordinance No. 644, groups using the Meeting Room agree not to discriminate because of race, color, religion, national origin, age, sex, height, weight, marital status, handicap, student status or sexual orientation.
- Meeting Room attendees may not leave children unattended in the Library, in accordance with Library policy. Child care service for the children of persons attending meetings is not provided by the Library.
- Organizations may not use the Meeting Room for any unlawful purpose or for the purpose of encouraging and counseling any person(s) to violate the law.
- The name, address and telephone number of the East Lansing Public Library may not be used as the address or headquarters for any group using the Library for meeting purposes.
- Whenever personal injury or loss/damage to property occurs in connection with the use of the Meeting Room, it must be reported to staff by the group's adult representative.
- Registering participants for a program will be the responsibility of the sponsoring group and not the Library.
- With the exception of service animals, groups using the Meeting Room are not allowed to bring animals into the Meeting Room.
- The fact that a group is permitted to meet in the Library Meeting Room does not in any way constitute an endorsement of the group's policies or beliefs.
- Users of the Meeting Room are expected to adhere to the guidelines and Meeting Room policies as set forth herein. The East Lansing Public Library reserves the right to deny continued Meeting Room access to customers in the case of inappropriate usage or behavior.

Revised and approved by the Library Board of Trustees July 16, 2014
Revised and approved by the Library Board of Trustees April 21, 2010
Adopted effective July 1, 2010