

Meeting and Study Room Policy

I. Introduction and Purpose of Policy

The mission of the Saugatuck-Douglas District Library (“Library”) is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by this Meeting Room Policy (“Policy”). The restrictions of this Policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events.

II. Application and Scheduling of Meeting Room

- A. General Use. Any local person, group or organization may use the Meeting Room and the Patio free of charge for non-commercial and non-profit purposes, pursuant to the requirements of this Policy (“Users”). The Study Room may be used for certain limited commercial purposes.
- B. The Meeting Rooms are available during regular Library hours. Exceptions may be considered at the discretion of the Library Director and may incur additional fees.
- C. The Meeting Rooms may not be used for purely social events.
- D. Specific Meeting Rooms. The following are a list of specific meeting rooms or meeting areas (“Meeting Rooms”). The regulations contained in this Policy apply to all Meeting Rooms, unless otherwise specified:
 - 1. Main Meeting Room: The capacity of the meeting room is 64 people.
 - 2. Study Room. The capacity of the study room is 5 people.
 - 3. Patio: The capacity of the outdoor patio is 72 people.
- E. Scheduling.
 - 1. The Main Meeting Room and the Patio must be reserved in advance. Applications shall be accepted on a first-come-first-serve basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events or (c) uses governed by contract with the Library (d) activities of local government entities having first priority. The next priority shall be given to applications that support the cultural, educational and informational needs and interests of the

community.

2. When not reserved for use, the Study Room is available to walk-in users for up to 2 hours. Persons or organizations may not use the Study Room in a manner that monopolizes their use or unreasonably restricts the room's availability for use by others.
3. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.
4. Non-Library sponsored or co-sponsored meetings and events will not be scheduled in the Main Meeting Room and Patio more than three months in advance.
5. The Library is responsible for scheduling use of the Meeting Rooms.
6. Each Non-Library sponsored or co-sponsored event shall be scheduled for a time any day not to exceed 4 hours.
7. No User may reserve the Main Meeting Room or the Patio more than (2) times per month. No User may reserve the Study Room more than (1) time per week.

F. Application Process.

1. Any person 18 years or older may fill out an application for the Main Meeting Room or the Patio. Applications should be sent to info@sdlibrary.org or by calling 269-857-8241.
2. The Library will contact you with confirmation that your Reservation is accepted. Do not assume that your Reservation is complete upon submission of the application.
3. The fee, if any, will be due upon confirmation of the Meeting Room Reservation.
4. If you need to cancel the Reservation, you must provide the Library 24 hours notice.
5. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Library.
6. There is no application form or signed waiver required to reserve the Study Room. Reservations may be made by phone or email. Requests shall be accepted on a first-come-first-serve basis.

III. General Guidelines Affecting all Library Meeting Rooms

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Meeting Rooms.
- B. Use by Persons Under the Age of 18. Users of the Main Meeting Room and the Patio must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time. For the Study Room, any person of any age may use the room.
- C. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, alcohol and the illicit use of controlled substances in the Meeting Rooms.
- D. Food and Beverages. Users of the Meeting Rooms and the Patio may serve light refreshments, but only if approved by the Library at the time the User requests and receives permission to use the Meeting Rooms. It is the responsibility of the User to observe all health codes when serving light refreshments. Users may not use sterno or flames to heat food. Users should be aware that there is no kitchen available for use in any of the Meeting Rooms. Users of the Meeting Room will have access to the sink and counter.
- E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Meeting Rooms.
- F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment. Users shall not rearrange furniture without prior approval. Staff is available for limited tech set-up and support, not to exceed 15 minutes.
- G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the room in the future and an hourly cleaning rate of \$25.00 per hour with a \$25.00 minimum fee. Users must include time to clean up and set up within the scheduled time and must end meetings at least 30 minutes before the Library closing time.

- H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements identified in Section II. D above.
- J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.
- K. Private Literature. Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the Meeting Rooms. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
- L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.
- M. Open and Accessible Use. All meetings shall be open to the general public. No one may be denied entry to a meeting held in the Library's public rooms. Activities in the Meeting Rooms must be free of admission fees, other charges or requests for donation. A fee for supplies may be charged in conjunction with a workshop; accredited educational institutions may charge for classes when credits are issued.
- N. Room Access. Users may not enter the Library before opening hours or remain beyond closing. Users should allow adequate time to set up and clean up. Exceptions may be considered at the discretion of the Library Director and pending staff availability. A fee of \$30 per hour will be charged for any time beyond open hours.

IV. Fees

- A. Non-Profit Organizations. Any local Non-Profit Organization (non-profit corporation, government entity, or other organization that has the primary purpose of supporting the cultural, educational and informational needs and interests of the community) may use the Meeting Rooms for no charge.
- B. Clean Up and Damage Fee. A fee of \$25.00 per hour for cleanup will be charged if the Meeting Room is not cleaned up as required by this Policy. Users shall pay for any actual damage to the Meeting Rooms.

V. Library Disclaimer

- A. No Endorsement. Use of the Meeting Rooms does not constitute the Library’s endorsement of an individual’s or group’s policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Meeting Rooms must state that “The Saugatuck-Douglas District Library does not sponsor or endorse this event.”

- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Meeting Room or move the meeting to a different Meeting Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Meeting Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.

- C. Hold Harmless. The Saugatuck-Douglas District Library is released and held harmless from any and all claims for personal injury or property damage.

VI. Violation and Appeal Section

Failure to abide by this policy may result in reservations being denied in the future. If an organization or person is denied use of the Library’s meeting rooms or is billed unexpectedly, appeal of that decision may be made first to the Library Director, and subsequently to the Library Board.

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