

39. MEETING ROOMS (A copy of Section 39 should be given to the organization or the representative.)

The Roscommon Area District Library Activity Room welcomes the public use of its meeting facilities in keeping with the Library's mission that recognizes our role as a community meeting place. Meeting rooms are primarily for use by the library to present library-sponsored programs. **The library reserves the right to cancel reservations for meeting rooms if the space is needed for library activities.**

When not in use for library sponsored events, meeting rooms are available for use by community groups. First preference will be given to groups that are using or sponsoring the use of library materials or programs. Examples of this category are: Friends of the Roscommon Area District Library, genealogical groups or clubs, and book discussion groups.

Second preference will be given to organizations engaged in informational, educational, recreational, cultural, intellectual and/or for civic betterment activities.

The Roscommon Area District Library's meeting rooms are not available for private social gatherings, for money raising, commercial purposes, or for the benefit of private individuals or commercial concerns.

Meeting rooms may not be used by groups whose meetings are closed to the general public.

Meetings for which tuition or fees are charged or may be recouped through sales or commissions at a later date are not allowed.

Meeting rooms are not available to non-profit organizations or trade organizations formed for the benefit of commercial concerns.

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~~However,~~ a commercial entity or professional practitioner may use a library meeting room to provide an educational program open to the general public related to his or her field of expertise. In such a case, an educational opportunity offered by an expert provides benefit to the public.

The fact that a group is permitted to meet in the library does not in any way constitute library endorsement of the group's policies or beliefs. Purposes, objectives or views of groups using the meeting rooms shall not be advertised in any way to suggest that they are endorsed by the Roscommon Area District Library.

REGULATIONS

1. An advance reservation for meeting rooms is required for all non-library groups. To encourage the use of library materials as well as library facilities, a valid Roscommon Area District Library card in good standing is required of the individual signing the meeting room application.
 - a. Reservations for use of meeting rooms shall be made with the Library Director. Library staff may attend or observe any event at any time.
 - b. A Meeting Room Application must be completed and signed by the group requisitioning the use of a meeting room at least forty-eight hours in advance. Tentative reservations made by phone will be honored for twenty-four hours prior to an application form being submitted. All meeting room applications must be approved by the Library Director or a designated representative before a meeting room may be used. Inquiries concerning a meeting room reservation will be referred to the applicant. The library will not be responsible for any pre-registration.
 - c. Reservations may be made no more than two months in advance of the meeting, although beginning on November 1st reservations will be taken for the next calendar year. The library shall have the right to limit the number of meetings held by any organization. Meeting room reservations are limited to a four (4) hour maximum. Exceptions may be granted by the Library Director.
 - d. Reservations will be made only for the date listed on the application. Additional applications must be made for additional times.
 - e. If a meeting is canceled, the library must be notified as soon as possible so that this space may be made available to others. Failure to notify the library that a meeting has been canceled will be cause for refusing future request by that group for meeting room space.
 - f. The Tutoring Room is intended for use by students working on a school project, literacy tutors, business people, or individuals seeking a quiet study area. Tutoring Room use is limited to a 2-hour limit per day. The Michigan Room is not an additional meeting room and will not be reserved. Exceptions may be granted by the Library Director.
2. Neither the name nor the address of the Roscommon Area District Library may be used as the official address or headquarters of any organization. No mail or shipment of materials will be accepted for organizations or individuals. Further, the library phone number shall not be used by any groups in meeting announcements.
3. Each group using meeting rooms shall be responsible for damage to the room and its contents, including any library equipment used by the group. A charge will be assessed for any special cleaning or repairs made necessary by a group. The full cost of repairs, up to a full replacement costs of damaged materials and equipment will be assessed.
4. Neither the library nor its employees shall assume responsibility for any property of groups or organizations. At the end of each meeting, all of an organization's and individual's property must be removed from the library.

5. Tacks, nails, glue or tape shall not be used on walls, furnishings, or equipment, except on appropriate surfaces.
6. Use of library meeting rooms is free-of-charge; donations are always welcomed and appreciated.
7. The Roscommon Area District Library is smoke-free.
8. Light refreshments are permitted, but with the exception of coffee and tea, they shall not be prepared on library premises. The library does not provide supplies, such as cups, containers, etc.
9. Any special table or seating arrangements shall be the responsibility of the group using the meeting room. When scheduling, groups should allow extra time for setting up the room before the meeting is to start and for returning it to its original condition when the meeting is over. A fee will be assessed if the meeting room is not returned to its original configuration.
- * 10. Groups shall not exceed the legal posted capacity of the meeting room. It is the groups' responsibility to monitor compliance with these regulations, and to deny admittance to the room to people who would cause the group to exceed the posted capacity. (Condence?)
11. Groups may arrange to use the library electronic equipment where it is available. Staff will operate the library equipment unless someone in the group has been properly trained on its use. The library is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the library by room users
12. Meeting room groups must adhere to the Library's Rules of Conduct. Inappropriate behavior will result in consequences and may result in being denied future use of the room. The Rules of Conduct are available in the Library Policy Manual at the Circulation Desk.
13. Alcoholic beverages are not allowed in meeting rooms.
14. All groups will agree to hold the Library harmless from any loss, damage, liability, costs, and/or expense that may arise during the use of or because of the use of the Library facilities.

In addition to the above regulations, otherwise eligible groups may from time-to-time be denied use of meeting rooms if granting the request would result in undue interference with regular library operations. Undue interference includes, but is not limited to: insufficient parking places for library customers, noise level of the group, food odors, unsupervised children, etc.

The library reserves the right to revoke permission to use any meeting room to any group or organization which violates or refuses to comply with the rules and regulations established for use of the meeting rooms.

COMMUNITY ROOM APPLICATION

Use of the Community Room is subject to the rules which are attached to this form. Please read the carefully. This application must be filled out completely

Organization Representative: _____

Organization Name: _____

Address: _____

** add* E-Mail: _____

Phone: _____

If the organization will be meeting one time only, list the date: _____

If the organization will be meeting on a regular basis, list day/dates below.

and dates
Time Requested: From _____ to _____

Number of persons expected: _____

We, the above organization, will be responsible for the repair or replacement of damage to the room, furniture, or equipment. We also agree to perform any necessary cleanup. We will abide by the enclosed rules and regulations.

Signature: _____

Date: _____