



Sturgis District Library

255 North Street Sturgis, MI 49091
phone: 269-659-7224 fax: 269-651-4534
www.sturgis-library.org

Meeting and Study Room Policy Approved 11/2/2021

I. Introduction and Purpose of Policy

The mission of the Sturgis 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 person, group or organization may use the Meeting Rooms, pursuant to the requirements of this Policy (“Users”). The Meetings Rooms are available during regular Library hours. The Meeting Rooms may not be used for purely social events.
- B. 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. Small Meeting Room: This room is located on North Wall next to History Room. The capacity of the meeting room is 8 people.
 - 2. Study Pods. The capacity of each study Pod is 4 people. Located in the Teen/Young Adult area; the pods are reserved for that group during school year outside of school hours. Others using them will be asked to relocate.
 - 3. Meeting Booths. The capacity of each Booth is 4 people. Primary use is for meetings. Individuals may not reserve room, but use on an in-person basis.

C. Scheduling.

1. 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 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. 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.
3. Non-Library sponsored or co-sponsored meetings and events will not be scheduled in the Main Meeting Room more than two months in advance. The Meeting & Study Booths cannot be scheduled more than 1 Month in advance. The Library will not accept reservations until the Library programming has been completed. The Library will not accept same day reservations.
4. The Library is responsible for scheduling use of the Meeting Rooms. The program and meeting schedule will be posted and updated regularly.
5. Each Non-Library sponsored or co-sponsored event shall be scheduled for a time any day not to exceed 3 hours. There will be additional fees for any meeting longer than two (2) hours.
6. No User may use the Meeting Rooms more than (4) times per month, or (2) times per week.

D. Application Process.

1. Any person 18 years or older may fill out an application for the Meeting Rooms. Applications should be sent to Reserves@Sturgis-library.org or by calling 269-659-7224.
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 2 hours' notice.

5. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Library.

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 a Meeting Room 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.
- 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 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 or sink available for use in any of the Meeting Rooms.
- 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.
- 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. B 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 activities in the Meeting Rooms must be free of admission fees, other charges or requests for donation.
- N. Room Access. Users may not enter the Library before opening hours and should allow adequate time to set up. Access after hours is subject to staff availability.

IV. Fees

- A. Non-Profit Organizations. Any 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 for the first three (3) hours of any reservation.
- B. All Other Organizations. Any other organization or individual that does not meet the definition of Non-Profit Organization may use the Meeting Rooms for a fee of \$10 per hour after two (2) hours.
- C. 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.

- D. Any approved use outside of Library open hours is subject to a \$25 per hour fee.

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 Sturgis 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 Sturgis District Library is released and held harmless from any and all claims for personal injury or property damage.

VI. Violation and Appeal Section

Violations and appeals of this Policy shall be processed according to the Library Violations and Appeal Policy.



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Meeting Room Reservation and Policy Agreement

Please Print Legibly:

Name: _____ Phone #: _____

Group: _____ Date of Request _____

Date Room is to be used: _____

Beginning Time: _____ Ending Time _____

Type of Use: _____

Number of Tables/Chairs needed: _____

Signature: _____

Signee agrees to pay all costs incurred, not limited to any rental fees, damages or cleaning fees. Signee must be present during use of room.

Signee Driver's License Number: _____

Address of Signee: _____
