

SALINE DISTRICT LIBRARY

USE OF THE MEETING ROOM GUIDELINES

Eligibility

All groups who wish to use the Library meeting rooms must meet the eligibility criteria set forth in **Policy #511: Use of the Meeting Rooms**.

Scheduling

All reservation requests must be submitted and approved via the Library's online reservation system at least 24 hours before the requested time.

The Saline District Library reserves the right to have first priority for the use of the room for Library programming or board meetings.

Meetings should be scheduled during regular library hours. Any deviation from the regular hours must be approved by the Director.

Time for set-up and clean-up should be included in the scheduled time. Groups may not gain entry to the meeting room before their scheduled time.

Multiple meeting dates may be booked at one time. Failure to notify the Library of meeting cancellations may result in forfeiture of multiple dates.

User Responsibility

To protect the rights of Library patrons, groups using the meeting rooms must do the following:

- Comply with **Policy #502: Code of Behavior**
- Limit meeting time to the approved schedule
- Refrain from using the Library name, logo, contact information, or photos in any way that seems to indicate Library sponsorship or endorsement
- Arrange room to meet user requirements
- Rearrange the meeting room to its prior condition, as shown in the diagram posted in the Brecon Room
- Pick up debris and wipe up spills
- Pay for any damage or loss of Library property
- Keep to the terms indicated on the approved reservation request
- Notify the Library if a cancellation is necessary
- Supply their own equipment, utensils and materials
- Use nonalcoholic beverages
- Refrain from smoking (Public Act 198, 1986)

- Use the Library's general parking lot (If unloading is required, users may unload in the staff parking lot, but the vehicle should then immediately be moved to the general parking lot)
- Only post identifying signs (no larger than 8 ½ "x11") on the designated meeting room sign
- Refrain from posting or affixing any materials on the meeting room walls
- Use the meeting room in a manner that does not in any way interfere with the normal activities of the Library

Library Equipment

Certain Library equipment is available for use and must be requested when submitting the online meeting room reservation request. Anyone requiring assistance with the equipment should make arrangements with Library staff before the date of the scheduled event.

Phone Calls

Due to Library staff work constraints, delivery of phone messages may not be possible. Groups expecting incoming calls should provide their own cell phone number, not the Library's phone number.

Maintenance Fee

A minimum fee of \$15.00 will be assessed if the meeting room is left in a condition that does not comply with the requirements as outlined in the "User Responsibility" portion of this document. See **Policy #511: Use of the Meeting Rooms** for further details.

Library Disclaimer

Use of the meeting room does not constitute the Library's endorsement of a group's policies or beliefs by any of the staff or Board members.

If necessary, the library reserves the right to cancel the use of a meeting room.

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

Violations

Violation of the user responsibilities may result in the loss of meeting room and/or Library privileges, as set forth in **Policy #502: Code of Behavior**.