MEETING ROOM POLICY

I. Introduction and Purpose of Policy

The mission of the Plymouth 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. In addition to free use of meeting rooms, the Library also has select spaces that can be rented for a fee, for special events. Please refer to the *Special Event Policy* for more details.

II. Application and Scheduling of Meeting Room

A. General Use. Any District resident may reserve the use of Library Meeting Rooms, on behalf of a not-for-profit group, club, or organization pursuant to the requirements of this Policy ("Users"). The Meeting Rooms are available during regular Library hours. 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:

Room	**Maximum Capacity**
Walldorf	45
Dunning	45
Friends	12
Storytime Room	35

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 reserves the right 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. Reservations

    a. The Library opens to requests for meeting room use on a quarterly basis, as guided by its program planning and marketing schedules. Reservation request opening dates for each quarter will be published on the library's website. Meeting room reservation should be requested at least 2 days in advance. The Library will not accept same day reservations.

    b. Study Rooms are available to the general public on a first come, first served basis.

4. The Library is responsible for scheduling use of the Meeting Rooms. The program and meeting schedule will be posted and updated regularly.

5. Time Limit

    a. Meeting Room reservations are limited to one day.

6. Meeting room use by any one User group is limited to once per calendar week with meetings during prime evening hours (5pm-close) not to exceed twice per calendar month.

D. <u>Application Process for the Community Room</u>.

1. Plymouth residents age 18+ may request use of a meeting room. Persons requesting meeting room use who do not have Plymouth residency must secure a Plymouth resident sponsor age 18+. Exceptions may be made for requests made by organizations who regularly partner with the library.

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. Users who need to cancel a reservation should advise the Library as soon as possible.

4. 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 the Community 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 Community Room 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 utilizing the Walldorf Room and Friends Room may make use of the kitchenette and hot beverage equipment. Users must leave the room and equipment in clean, ready condition.

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 a 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 15 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, doors, windows or other surfaces unless approved by the Library. At no time, shall any materials or other documents be displayed outside the meeting room, unless pre-approved. If such approval is granted, any such material must be removed at the close of the scheduled time.

M. Room Access. Users may not enter the Library before opening hours and should allow adequate time to set up.

IV. Fees

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

VI. Violation and Appeal Section

For violations of this Policy, the Library Director or the Director's designee may restrict access to Library facilities, including the Library Program Rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time pursuant to the Library's Violation and Appeal Policy.