

## G. MEETING ROOM POLICY

### 1. PUBLIC USE OF LIBRARY MEETING ROOMS

Canton Public Library values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and our mission – “The Canton Public Library connects your community,” the library makes the Community Room and Friends’ Activity Room available for public uses which support and further our mission.

Public use of library rooms is subject to availability and compliance with the terms of this policy. When the meeting rooms are not being used by the library or library-sponsored or co-sponsored events, the space will be made available to the public on equal terms regardless of the beliefs or affiliations of individuals or groups requesting their use.

Meeting rooms are to be used for general information, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings. The library meeting rooms are intended to host organized meetings and are not available for private, party-type functions such as birthday parties.

Provision of library meeting rooms for public use does not constitute endorsement by Canton Public Library or by CPL staff, of the groups or individuals using the meeting room or their beliefs. Public meetings and events held in the library are not sponsored by Canton Public Library, unless agreement to such sponsorship, or co-sponsorship, has been provided in writing by the Library Director or his/her designee prior to scheduling of the meeting room. Unless sponsored or co-sponsored by the library **publicity for public events in library facilities must not imply sponsorship by, or affiliation with, the library and must contain the statement, “This program is neither sponsored, co-sponsored nor endorsed by Canton Public Library.”** A sample of the literature must be received prior to distribution for approval by the Library Director or his/her designee.

This policy does not apply to meetings or use of the meeting rooms by the Canton Public Library or programs sponsored or co-sponsored by the library.

### 2. AVAILABILITY AND USE OF LIBRARY MEETING ROOMS

- Library meeting rooms indicate their maximum capacities. Meeting room users are responsible for ensuring that maximum capacities are not exceeded:
  - Community Room capacity = 100 people
  - Friends’ Activity Room capacity = 30 people
- Although the library will make every effort to avoid scheduling library sponsored or co-sponsored events which conflict with previously scheduled public uses of the meeting room, in the event that such conflicts arise, the library use will supersede the public use.

- Meeting room use will not be scheduled before or after library hours. Events must be terminated 15 minutes before the library closes.
- Library staff may attend or observe any event at any time.
- Library meeting rooms may not be reserved more than **one month** in advance of the requested use date.
- Due to the library's limited meeting room availability, the Friends' Activity Room is preferred for groups with anticipated attendance of 25 or fewer people. The Library Director or his/her designee has discretion to determine which room will be available to any applicant.
- To insure or promote the accessibility of library meeting rooms to a wide variety of community groups, and so that the entire Canton community may have opportunity to make use of the limited facilities available, no group may use the rooms for more than twelve (12) meetings per year.

### 3. FREE USE OF LIBRARY MEETING ROOMS

Library meeting rooms are available for use, free of charge, to groups or individuals meeting all of the following criteria:

- The group or organization sponsoring the event must be a 501(c)(3) non-profit group or an individual or group that is indisputably not commercial but is cultural, educational or informational in nature. Determination of whether a group or individual meets these criteria rests with the Library Director or his/her designee.
- Library meeting rooms are available for educational, cultural, informational or governmental/civic activities. These activities may include public lectures, panel discussions, workshops and other similar functions. No commercial, sales, or profit-making uses of the meeting rooms are allowed.
- Meetings/events/programs must be open to all persons who wish to attend, within the maximum allowed capacity of the space.
- With the exception of library-sponsored or co-sponsored events, no fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the sponsoring individual, group, or organization at a later date.

### 4. RENTAL OF LIBRARY MEETING ROOMS: (FEE CATEGORIES FOLLOW)

Individuals or organizations not able to meet the criteria for free use of library meeting rooms may be eligible to rent library meeting rooms for a fee, subject to a determination that the proposed use is

appropriate to the space, and not disruptive to regular library functions. Final determination regarding eligibility to rent library meeting rooms rests with the Library Director or his/her designee.

Meeting room rental fees will be charged in accordance with the following fee schedule adopted by the Library Board of Trustees.

Category 1	No Charge	Library uses and co-sponsored programs	Library sponsored or co-sponsored cultural events, library programming and library educational events
Category 2	No Charge	Canton Resident, Educational, Cultural, Informational or Governmental/Civic Activities, Non-Profit 501(c)(3)	Homeowners associations, public lectures, panel discussions, workshops and other similar functions.  501(c)(3) documentation may be required.
Category 3	\$50.00/per session (up to 4 hours)	For-Profit Organizations/Businesses within Canton	For-profit businesses of Canton residents or businesses located within Canton.
Category 4	\$200.00/per session (up to 4 hours)	Non-Resident	Non-Resident for-profit groups, individuals or organizations
Category 5		No usage permitted	For-profit groups or organizations soliciting or selling products or services are not eligible to use library meeting rooms.
Additions	\$25.00 Kitchen/ *Cleaning Deposit  \$50.00 Equipment Rental fee		The Community Room kitchen is not intended for cooking, but to provide a convenient space for the preparation of ready-to-serve items or light refreshments. No cooking appliances may be used.  *Depending on the nature of the event (craft, food service, etc.) a \$25 cleaning deposit may be required.  Projector, laptop, DVD player, microphone, presentation remote, extension cord.  These Additions are further described in Section 6.

## 5. SCHEDULING AND RESERVING LIBRARY MEETING ROOMS FOR PUBLIC USE

### Public Use of Library Meeting Rooms

Meeting room agreements must be fully executed and deposit/rental fees, if applicable, must be paid no later than 7 days in advance of the requested use date and before a reservation is considered confirmed. All reservations will be made on a first-come, first-served basis. An adult (18 years of age or older) representative of the group must complete and sign the [Meeting Room Application](#) and pay any fees owed. The meeting room will only be booked upon approval of the Library Director or his/her designee, who will contact the applicant upon approval. If the Meeting Room Application is not received within 48 hours of the initial request for a meeting room, the tentative booking will be released. The signer of the Meeting Room Application must be present for the room to be opened for use. Do not assume that the reservation has been approved upon submission of the application. Whenever possible, meeting room reservations should be made *at least one week in advance of the requested use date*. Cancellations must be made at least three days prior to the scheduled use, as further outlined in Section 6.

- **Guarantee** - The library is not able to guarantee that a particular time slot will continue to be available to any organization.
- **Rescheduling** - The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored or co-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options when they arise.

## 6. RULES OF CONDUCT & CONDITIONS FOR MEETING ROOM USE

Library meeting room users must agree to abide by the Library Code of Conduct and the following Rules of Conduct specific to Canton Public Library meeting room use:

- **Contact/Registration** – Meeting room users are responsible for scheduling and confirming reservations. The library telephone number may not be used as a contact for the meeting. Library staff will not handle registration or answer questions concerning the organization's use of the Community or Friends' Activity Rooms.
- **No Interference with Library Operations** – 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 Room. Meeting room users must observe the library's Code of Conduct and all library policies.
- **Electronics** – Electronic equipment, such as a projector, laptop, DVD player, microphone, presentation remote, or extension cord, may be rented for a non-refundable fee, which includes, if necessary, technician assistance with the set-up. Request for equipment rental must be made at the time of application. The library is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the library by room users. The Library does not guarantee the availability of any equipment.

- **False Information** – Inclusion of false information in the Meeting Room Application will result in automatic and immediate revocation of permission.
- **Fees/Admission** – No admission or fees of any kind may be charged to attend programs or meetings held at the library.
- **Food/Refreshments** – Alcoholic beverages are not allowed in any meeting room, unless part of a Library sponsored or co-sponsored event and has been approved by the Library Director. The library does not provide supplies such as cups, containers, coffee makers, etc. Commercially prepared food such as pizza, sandwiches, box lunches are allowed. No cooking appliances may be used. Please note the following regulations related to each room:

**Community Room** – Although the Community Room has a kitchen, it is not intended for cooking, but rather to provide a convenient space for the preparation of ready-to-serve items or light refreshments. Kitchen use requires a \$25 deposit which will be returned upon inspection of the kitchen and meeting room.

**Friends' Activity Room** – No access to the Community Room kitchen is provided with Friends' Activity Room reservations.

- **Minors** – Groups including minors must be supervised by at least one responsible adult 18 years of age or older. Responsible adult must apply for, sign and take responsibility for the reservation. Groups larger than 20 must have sufficient adult supervisors to maintain a ratio of at least one adult per 20 minors.
- **Publicity** – Applicant shall not promote their event with the library name and address or location without a signed, approved Meeting Room Application. Publicity for events to be held in the library must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by Canton Public Library, unless prior permission to do so has been given in writing.
- **Reservation Reassignment** – Groups or organizations may not assign their reservations to other groups or organizations.
- **Responsibility** – Meeting rooms and other library spaces must be left in their original condition, neat, clean, and undamaged. Nothing can be taped, tacked or otherwise adhered to the Community Room or Friends' Activity Room walls. Excessive amounts of garbage (beyond the capacity of trash receptacles provided in the meeting rooms) must be removed to the library dumpster (located at the southwest back corner of the library) by the room user. Users (the signer of the Meeting Room Application) must pay the cost to clean, repair, or replace any library electronic equipment, other equipment, furniture, facility, or grounds they damage. Meeting rooms shall be inspected and secured by library staff before departure of a group.

**The individual who signs the Meeting Room Application, as well as the membership of the group or organization as a whole, will be held responsible for any and all losses or damages that may occur as a result of the use of a meeting room and for the supervision of all minors attending the activity.**

- **Room Set Up** – Individuals and organizations using library facilities are responsible for room set up and take down. Furnishings and equipment must be replaced in the locations in which they were found, or placed according to specific instructions provided by staff within the hours booked by the individual or organization.
- **Printed Materials/Literature** – Users shall not distribute personal or group literature, brochures and other materials to library patrons outside of the meeting room in the library building. Persons or groups using the meeting rooms shall not leave printed materials on library property without prior approval of the Library Director in accordance with Library Policy.
- **Room Departure** – Meeting rooms must be secured according to instructions provided by library staff.
- **Storage** – The library is not responsible for materials or equipment brought to or left in the facility or on the grounds by users. The library is not able to provide storage space for materials or equipment between meetings. The library will not accept deliveries on behalf of the group. Items left in the meeting rooms will be moved to lost & found or discarded.
- **Indemnification** – Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless the Canton Public Library and its appointed officials, boards, committees, agents and employees (collectively, the “library”) against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the library or which the library may pay, sustain, or incur by reason of the use of library facilities by sponsoring individuals or organizations.
- **No Shows/Violations:**
  - Authorization to use library facilities may be revoked by the Library Director or his/her designee upon violation of any Policy, rule or procedure. Any fees/deposits will not be refunded.
  - If an individual/organization fails to show for a reserved time slot, after 30 minutes the library may cancel the reservation and allow another use of the room. Any fees/deposits will not be refunded.
  - If an individual/organization fails to utilize a meeting room reservation without notifying the library of the cancellation at least three days prior to the scheduled use, the Library Director or his/her designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period. Any fees/deposits will not be refunded.
  - If the Rules of Conduct for Meeting Room Use are not observed, the Library Director or his/her designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period. Any fees/deposits will not be refunded.
  - Persons or organizations refused the use of the meeting rooms or persons or organizations whose privileges to use the meeting rooms have been revoked, shall be informed of the right to appeal in writing to the Library Board of Trustees. Such appeals must be submitted in writing to the Chair of the Library Board within 10 days after notice of the refusal to use the meeting rooms or the revocation of use of the meeting rooms.

Canton Public Library Board of Trustees  
1200 S. Canton Center Rd.  
Canton, MI 48188  
<http://www.cantonpl.org>

The decision of the Library Board is final.

Revision Adopted by Library Board 06/30/2016  
Motion No. 16/6-30-4

(Original policy 11/04-22-4)