

G. MEETING ROOM AND STUDY 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 for hosting 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 the Canton Public Library, unless an agreement to such sponsorship or co-sponsorship has been provided in writing by the Library Director or their designee prior to scheduling 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.” Photos of the library may not be used in publicity.** A sample of the literature must be received prior to distribution for approval by the Library Director or their 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 that 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 30 minutes before the library closes and the room must be cleaned up and restored to its original condition 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 **two months** 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 10-25 people. The Library Director or their designee has discretion to determine which room will be available to any applicant.
- To ensure or promote the accessibility of library meeting rooms to a wide variety of community groups, and so that the entire Canton community may have the opportunity to make use of the limited facilities available, no group may use the rooms for more than twelve (12) meetings per calendar 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:

Meeting rooms may be reserved by Canton Public Library cardholders (standard, non-standard or purchased card types) in good standing or by designated representatives of Canton-based nonprofit or community organizations, such as homeowners associations, who are acting on behalf of the organization. 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 in nature but is cultural, educational or informational in nature. Determination of whether a group or individual meets these criteria rests with the Library Director or their 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 activities are allowed in the meeting rooms.
- 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.

Room users who do not properly restore a room to its original state may be subject to a cleaning fee.

4. SCHEDULING AND RESERVING LIBRARY MEETING ROOMS FOR PUBLIC USE

Public Use of Library Meeting Rooms

Meeting room agreements must be fully executed 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 deposits owed. The meeting room will only be booked upon approval of the Library Director or their 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 and must remain in attendance for the duration of the meeting. Do not assume that the reservation has been approved simply by submitting 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.

- **Guarantee** - The library cannot 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.

5. 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 adhere to the library's Code of Conduct and all library policies.
- **Electronics** – 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 have 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, and box lunches, is 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.

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 and remain in attendance for the duration of the meeting. 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. Photographs or logos of the library may not be used in promotional materials.
- **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 Community Room or Friends' Activity Room. 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. The individual who signs the Meeting Room Application, as well as the membership of the group or organization, will be held responsible for loss or damage and must pay the cost to clean, repair, or replace any library electronic equipment, other equipment, furniture, facility, or grounds. Meeting rooms shall be inspected and secured by library staff before the departure of a group.
- **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 where they were found or placed, as specified by staff.
- **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 cannot 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 their designee upon violation of any Policy, rule or procedure.
 - 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.
 - 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 their designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period.
 - If the Rules of Conduct for Meeting Room Use are not observed, the Library Director or their designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period.
 - 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.

6. PUBLIC USE OF LIBRARY STUDY ROOMS

The library makes available study rooms, free of charge, to individuals or groups. Study rooms are not available for any commercial, sales, or profit-making activities. Rooms are available on a first-come, first-served basis.

7. RULES OF CONDUCT & CONDITIONS FOR STUDY ROOM USE

- All users must comply with the library's Patron Code of Conduct.
- Users of the room are responsible for any damage that may result from use.
- Those who use Study Rooms must occupy them. Items left in an unoccupied room will be considered abandoned after 15 minutes and may be removed by staff.
- Room capacity must be observed at all times.
- Furniture may not be added, substituted, or removed from the room.
- Light refreshments are allowed; cooking is not.
- The library is not responsible for lost, stolen or unattended items.
- Library staff must have free access to rooms at all times and may enter rooms during the use period.

• SCHEDULING AND RESERVING LIBRARY STUDY ROOMS FOR PUBLIC USE

A select number of library study rooms are available for reservation, free of charge, to individuals or groups. Study room reservations are not available for any commercial, sales, or profit-making activities.

- Study rooms may be reserved by Canton Public Library cardholders (standard, non-standard or purchased card types) in good standing, ages 13 years and over.
- Public reservation of library study rooms is subject to availability and compliance with the terms of this policy.
- A completed room reservation must be made at least two hours in advance of use and confirmation must be received.
- Inclusion of false information in a room reservation request will result in automatic and immediate revocation of permission.
- The rooms available, duration, and frequency of study room reservations are limited to predetermined guidelines established and posted by library staff.
- The original requester must be present and remain present for the duration of the reservation.
- Library staff must have free access to rooms at all times and may enter rooms during the reservation period.
- The room must be cleaned up and vacated at the end of the reservation period.
- No fees, donations or admissions may be solicited during the reservation period.
- If the Rules of Conduct for Meeting Room Use are not observed, the Library Director or their designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period.

No-Shows and Cancelations

- If a group or individual does not arrive within 15 minutes of their scheduled start time, the library may cancel the reservation and make the room available to others.
- After 3 no-shows, an individual may be blocked from reserving study rooms for 6 months.

- Reservations must be canceled 24 hours ahead of appointment time.

Violations and Appeals

- **Violations:**

- Authorization to use library facilities may be revoked by the Library Director or their designee upon violation of any Policy, rule or procedure.
- If the Patron Code of Conduct is not observed, the Library Director or their designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period.
- Persons or organizations refused the use of the study rooms or persons or organizations whose privileges to use the study 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 study rooms.

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