

Friends of Les Cheneaux Community Library
Multi-Purpose Room Usage Policy

I. STATEMENT OF PURPOSE

- A. The multi-purpose room in the Les Cheneaux Community Library (LCCL) facility at 75 E. Hodeck Street is primarily for the use of the library staff for programming and meetings. When this room is not in use by the library, it can be available without charge to non-profit groups and organizations functioning within Clark Township for use during regular library hours. When available to groups or organizations, the multi-purpose room should be used solely for gatherings of a civic, cultural, or educational character, but not for social gatherings, entertainment, money-raising, or commercial purposes. Circumstances may arise when groups may request use of the multi-purpose room during non-library hours. Provisions for that possibility are outlined below (Reference II. C.) A Friends' designee shall reserve the right to refuse the scheduling of meetings if the request for the room does not meet the guidelines of this policy. There will be no exceptions and favoritism shown to any group or organization.
- B. The use of the multi-purpose room by a group or organization does not indicate library approval or endorsement of the group, its policies or its activities. Presentation of ideas or opinions does not indicate library endorsement or approval of those ideas or opinions.
- C. The services and facilities of the library are to be made available to eligible patrons without regard to race, sex, creed, or national origin.

II. FEES

- A. There is no charge for the use of this room. (Reference II. E. for exceptions to this policy.) The library requires that no admission, fees, or donations be assessed from attendees. Fundraising events to benefit the LCCL or the Friends of Les Cheneaux Community Library (FLCCL) are permitted under this policy. Fundraising activities by any other group or organization not for the benefit of the library will be prohibited.
- B. Meetings must occur during normal library operating hours. No one will be admitted into the building before the start of public operating hours. If the meeting goes beyond the normal hours of operation, a fee of \$25.00 per hour will be charged for each hour, or each portion of an hour beyond the normal hours of operation. This fee must be paid to library personnel at the close of the meeting that exceeds the normal library operating hours. Any group or individual failing to pay late fees will not be able to use library meeting facilities until all fees are paid in full.
- C. Under special circumstances, the multi-purpose room may be used for groups wishing to meet outside of regularly scheduled library hours. Application must be made to a Friends designee at least two weeks in advance and a fee of \$25.00 per hour will be assessed the group to defray costs of library utilities, as well as personnel opening the building, remaining on site for the duration of the meeting, and securing the building at meeting's end.
- D. The \$25.00 per hour fee may be waived in the event that a FLCCL board member is part of a group wishing to meet in the multi-purpose room after hours. If that board member is willing to be responsible for the security of the facility and be present for the entire meeting, the fee may be waived provided that the booking process has been completed satisfactorily.

- E. The Programming Committee may charge groups a fee of \$25.00 a session (a session is defined as no more than 3 hours, Reference II. A.) under special circumstances. This is where the participants enrolled will be charged a fee, regardless if the facilitator/teacher is a volunteer or a paid instructor. There will be no exceptions made for the justification for the fee being charged. For example, if the group is holding a 3-day workshop, the cost to use the room would be \$75.00 for 3/three hour sessions. Exceptions would be: 1) where the Programming Committee organizes initiates and sponsors a class or workshop where the revenues generated from a fee from the participants would be designated for the library programming budget. A Programming Committee member would be the contact person in this case (Reference 11. A.). 2) When the organization presents documentation of their Federally-recognized 501 (c) (3) status.
- F. Proceeds from the room usage would be reflected in the budget under "Programming" and would be used to support the stipend and/or expenses for the programs to offset the cost of the room usage. Expenses to run the programs would come from the program budget and would not exceed the money available.
- G. Exceptions to the room usage fee are:
1. If the Program Committee initiates the event, the presenter will be offered a stipend for services rendered; no room usage fee will be assessed. The stipend fee will be \$25.00 per session plus expenses (not to exceed \$50.00).
 2. If a group has a speaker paid from dues generated periodically from the members of the group. For example, some organizations will invite a speaker to talk to the group and this speaker is reimbursed from a general fund and not by a fee charge from the participants.

III. BOOKING/RESERVATION PROCEDURE

- A. Bookings (reservations) for the use of the multi-purpose room should be made through a Friends designee at least 72 hours in advance. Reservations will be accepted on a first-come, first-served basis. However, LCCL meetings and/or programs will take priority over other requests. The multi-purpose room may be booked up to three (3) months in advance for no more than a three-hour (3) period per booking. Applications for booking(s)/reservations may be picked up at the library circulation desk.
- B. Reservations must be made in person at least 48 hours prior to the meeting. A representative of the group must submit the application in person for the Friends designee to complete the meeting registration form. An officer of the organization must sign the application for usage. Applications may be rejected and previously granted permission may be withdrawn for violation of library rules and/or misuse of the facility at the discretion of Friends.
- C. A person must be at least 18 years old to reserve a meeting room. The person reserving the room will be held responsible for ensuring all individuals attending the session are aware of this policy concerning the proper conduct of individuals attending the session and for the expense of any damage to the library property. An adult of at least 21 years must assume responsibility for the minor group and be present during all multi-purpose room use. This adult must be a co-signer on the request application.
- D. The number of participants that will be using the multi-purpose room shall not exceed thirty (30) at any one session.

IV. FOOD, BEVERAGES, AND SMOKING

- A. Smoking is not permitted in the library or on its grounds at any time. As a general rule, refreshments are discouraged and are not permitted. Refreshments MAY be permitted under certain circumstances ONLY by advance arrangement with the Programming Committee. The serving of refreshments may not interfere with or distract from the regular operation of the library. Alcoholic beverages are not permitted in the library or on the library grounds at any time. The group using the room will be responsible for the cleaning of the room before departing. (Reference VII. D.)

V. EQUIPMENT

- A. Technical equipment including fax, copier, and library telephone are not available for group use. Any equipment that may be available in the multi-purpose room (VCR, overhead projector, etc.) may be used under certain circumstances only with advance arrangement with a FLCCL board member.

VI. LIABILITY

- A. The library assumes no responsibility for loss or damage to items brought into the library. All groups will acknowledge being familiar with the conditions present in the building and agree to hold the LCCL harmless for any loss, damage, injury, death, liability, cost and/or expense that may result or be caused in any way by the group's use of the library facility, including any costs of attorney fees incurred by LCCL in the handling or litigation of such claim. Conversely, the group shall accept any and all risk and responsibility for loss, damage, cost, liability and/or expense to any LCCL property and for any bodily injury or death sustained by an individual that arises out of or is caused in any way by the group's use of the facility.

VII. RULES FOR USE

- A. Groups will be responsible for their own exhibits, equipment, and room set-up. The library cannot provide staff, equipment, or supplies for these purposes.
- B. Items for display may not be tacked, pinned, or taped to the multi-purpose room walls. In-room tack boards are available for use.
- C. If the group rearranges the multi-purpose room furniture, it must be put everything back as it was before leaving the building.
- D. Groups are responsible for cleaning up any mess they have made. This may include but not limited to such things as washing tables, cleaning sink/countertop area, vacuuming floor, and wiping spills from floor.
- E. The library cannot be expected to act as a storage facility for the supplies of returning groups.
- F. No library materials are to be taken from the library unless checked through the circulation desk during regularly scheduled library hours.
- G. Any group meeting in the multi-purpose room after regular library hours may not be in the library proper or using any of the materials therein.
- H. The group leader should "check out" with the librarian or her designee when the group is finished using the multi-purpose room to determine whether or not the room has been left in acceptable condition.
- I. Group activities should not disrupt or disturb in any way the regular library activities and/or patron use.

Revised & approved 6/9/06