

CHESTERFIELD TWP. LIBRARY

Meeting Room Use Policy

Policy Statement

The Chesterfield Township Library provides meeting rooms so that the library can promote its program of service to the community. The library board of trustees recognizes that the library facilities belong to the community and permits facilities use by established local non-commercial groups and organizations. The policy is subject to change at any time.

Regulations

1. Meeting rooms cannot be reserved by any one organization in a manner that would monopolize their usage. The Library Staff shall exercise their discretion in allowing bookings more frequently than monthly.
2. Library facilities shall only be reserved for civic, cultural or educational purposes.
3. Permission to meet at the library does not in any way constitute the library's endorsement of any group's policies or beliefs. The reservation of a specific meeting room, or portion thereof, does not entitle the user to sole use of any other room in the library.
4. Public meeting room reservations are only available to non-commercial, non-profit groups. The library may require a copy of an organization's 501 (c) (3) certificate.
5. Literature may be distributed but commercial advertising will not be permitted. Any literature regarding meetings held at the library must contain the following statement: "This program is neither sponsored nor endorsed by the Chesterfield Township Library." Any exception must be requested in writing and be approved in advance by the library director.
6. A group shall not use the library's name for any purpose other than to indicate the location of the meeting. The name, address or telephone of the Chesterfield Township Library shall not be used as the address, information contact source or headquarters for any group using the library for meeting purposes, the only exception being the Friends of the Library.
7. The library prohibits admission charges. Non-profit groups may charge fees for learning materials, course credits or food service not used as a fundraiser.
8. The library prohibits the sale of merchandise for non-library purposes on library property. The only merchandising activities permitted are the library or Friends of the Library sponsored sales or activities. Any exception must be requested in writing and be approved in advance by the library director.
9. Guns, weapons or guard dogs are not allowed in the library or on library property without advance written permission from the library director or assistant director. Governmental law enforcement officers are exempt; private security guards are not exempt.

10. No alcoholic beverages are permitted in or on library property without advance approval by the library board of trustees.
11. The library is a smoke free environment.
12. No tipping or other payment or compensation to library personnel is permitted.
13. Use of any kind of equipment not supplied by the library is prohibited without the advance written approval of the library director or assistant director.
14. The library shall not be held liable for any injury sustained or damage done that is related to the use/misuse of equipment or facilities.
15. A meeting room shall only be scheduled for use during regular library hours. Any exception must be requested in writing and approved in advance by the library director or assistant director.
16. Any application may be rejected, or any previously granted permission may be withdrawn, at the discretion to the library director or assistant director. The library may cancel any meeting in accordance with library policies for temporary closures or emergency procedures.
17. Inquiries for meeting room use may be made by telephone, fax or e-mail. However, those wishing to reserve any room at the library must submit a completed and signed application.
18. The responsible party who submits an application to reserve a library meeting room must be an adult with a Chesterfield Township Library card in good standing. The responsible party must make program attendees aware of the library's policy and its regulations.
19. The responsible party must submit a Chesterfield Township Library Meeting Room Application to the library director or assistant director for each requested use of library facilities. Applications with multiple dates will not be considered.
20. Applications must be received by the director or assistant director at least one week in advance but not more than four months prior to the requested reservation date. Applications received beyond the 120-day limit or incomplete applications will not be accepted or retained. Reservations are not considered confirmed without the approval of the director or assistant director.
21. Hours of scheduling on the application must include the total time involved in the meeting: from the time the organization requires the room, for assembling or other purposes, until the time the room is vacated. Cancellations without 24-hour notice or failure to show for a reserved room may result in a \$25 booking and setup fee.
22. Unless previously approved by the library director or assistant director, meeting rooms must be vacated at least 15 minutes before the close of regular library hours. If a meeting extends past the limit, a \$25 fee may be assessed for every 15 minutes beyond the vacate deadline.
23. All room setup and amenities shall be stated at the time the application is submitted. Groups wishing to use library-supplied audio/visual equipment must make that request at the time of application. Library staff will set up the

- room according to approved application indications only. Last minute changes in setup or amenities will not be accepted.
24. The registration of participants for a meeting that uses library facilities is the responsibility of the sponsoring group, not the library.
 25. Meeting room capacity is indicated on the application form. The supervising or responsible adult shall comply with capacity limits and/or local fire department occupancy regulations.
 26. All users of library facilities agree to comply with all applicable laws and local ordinances.
 27. Meetings that may disturb regular library functions are not permitted.
 28. All groups using a room must be under adequate adult supervision with an adult in attendance at all times. The supervising adult must accept responsibility for the repair or replacement of any damaged facilities or equipment.
 29. Taping, stapling or tacking of materials to the walls or other furnishing is prohibited.
 30. Food is permitted during a meeting but no cooking facilities are available. The group is responsible for cleanup and must bring its own supplies (coffee cups, napkins, etc). The facility must be left in the same condition it was prior to the meeting. If special cleaning or re-arranging of the facility for any reason is needed, the group may be charged a minimum of \$50.
- .