

Mackinaw Area Public Library
COMMUNITY ROOM USE POLICY

It is understood that library programming will have first priority in room use.

Use of the Community Room:

The Community Room of the Mackinaw Area Public Library is available at no charge and as the library schedule allows, for use by groups whose aims are educational, cultural, and/or for civic betterment. The use of the library meeting room will not be granted for meetings which are politically partisan, commercial or religious in nature.

For-profit groups may use the community room for a nominal charge of \$50. All uses of the Library Community Room are subject to approval by the Library Director and/or Library Board of Directors.

Application Process:

Groups wishing to use the Community Room on a regular basis must fill out an application. Return of the signed application to the group will designate approval for use in the room. Reservations for committee or board meetings do not require an application but organizations are encouraged to contact the library at least one week in advance in order to guarantee space.

An organization may be approved to use the meeting room when the Library is closed. Such usage will be approved only by the Library Director or Assistant Director.

Upon adequate notice, the Library reserves the right to withdraw permission for the use of the community room.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library Board or Staff. By applying for use of the community room, the sponsoring group acknowledges that its activity is not sponsored by the Mackinaw Area Public Library, and agrees that they will not identify the Library as a party associated in any way with their group's activities in any of their literature or publicity.

Keys

If a meeting is to take place during the time the library is closed, a key may be signed out at the front desk. With the permission of the library board, a key may be assigned to groups who meet at least on a weekly basis.

Meeting Room Rules:

1. Please do not notify members of your group or consider the room booked until you have received written confirmation.
2. Groups using the room are responsible for staying within the capacity of the room. Our community room capacity is 65 persons.
3. Public use of the meeting room shall not include an admission fee, sales of merchandise, distribution of literature, solicitation for membership or other commercial or political activities.
4. Refreshments may be served only with prior permission of the library director. The group must provide its own utensils for serving and preparation and its own trash removal. Alcoholic beverages may not be served. The cost of any necessary cleaning will be billed to the person who signed the application for permission to hold a meeting in the library.
5. All groups using the room must be under adequate adult supervision, with an adult in attendance at all times.
6. The Mackinaw Area Public Library is by law a non-smoking facility. This rule includes e-cigarettes and other tobacco-like products.
7. Meeting room set-up is the responsibility of the applicant. Room must be returned to its original condition after use.
8. The people using the room shall leave it in neat, clean, orderly condition. If not, the group/individual will be given notice that continued offense will result in denied access to the meeting room. You are welcome to use the room and equipment. However, if you do not return the room to the same condition as before you used it, a charge of \$50.00 will be assessed to your organization for cleaning fees.
9. Items to be displayed shall not be taped or tacked to walls or moldings.

10. The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.
11. Organizations using the meeting room must agree to hold the library harmless from any loss, damage, liability, costs and/or expense that may arise during or to be caused in any way by such use of library facilities. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.
12. If a meeting is held when the library is closed, the room temperature is to be reset according to the directions located near the device. Please lock up according to the checklist posted on the exit door.
13. If there is a question or an issue with the room, please call the director or library board president at the number listed on the emergency contact sheet posted by the exits. In the event of an emergency, call 911 first, then call the library director and/or library board president.

Adopted: June 10, 1998

Revised: December 10, 2008

Revised: March 11, 2015

Mackinaw Area Public Library Board of Directors