

4.6 Public Use of Meeting Rooms

TADL Library facilities are intended for library business needs. When they are not needed for library use, meeting rooms are available for use by individuals and groups subject to this policy, related administrative procedures and other TADL policies.

1. Library programming and other business needs will have priority over any other use of library facilities. Use reserved by other individuals or groups may be cancelled or pre-empted for library business needs.
2. **Delegation:** The Executive Director or designee is granted full authority to decide any exception to this policy and to establish procedures and fees necessary to implement it.
3. **Limitations:** Rooms may not be reserved more than three months in advance. No organization or individual may reserve a room more than 12 times in a single year or one day in any single month. Meeting rooms are booked on a first-come, first-served basis. Payment is required to secure use of the McGuire Room. Walk-in use is defined as immediate and in-person. Reservations made over the phone are defined as advance reservations.
4. The meeting rooms are only available during hours the Library is open to the public.
5. Refunds will be given if reservation is cancelled at least seven (7) days prior to the scheduled day of the event. Use of the meeting rooms may not interfere with normal library functions or operations and must be in accordance with the library behavior policy. Use of alcohol or controlled substances is prohibited.
6. An admission fee may not be charged to attendees of events in library meeting rooms, nor is the request for "free will" donations allowed. No promotions or sales of services, products, merchandise, materials or other items are allowed. Sales of service or merchandise are not permitted except during library programs. Pro-bono or fee-free services that are expressly acknowledged as such may be acceptable. Use of meeting rooms for depositions is not permitted.
7. If you would like to screen a film as part of a public program, you must obtain a Public Performance License for the individual film(s) from a licensing agent which allows you the right to screen your film publicly at TADL. This license is required even if your film is offered to the public for free and is educational in nature. You will be required to provide TADL with a copy of the license that specifies the title and screening date of the approved film.

8. Presentations by a candidate or official ballot question committee, both as defined in the Michigan Campaign Finance Act, MCL 169.201 et seq, or any non-partisan organization regarding candidates or ballot questions, are allowed.
9. Use of facilities does not imply Traverse Area District Library endorsement of the group or of the ideas presented at the meeting. A written disclosure is required in all advertising from outside groups that use advertising to promote their meeting. Verbal disclosure is required for all others. The following statement is required: "This program is neither sponsored nor endorsed by the Traverse Area District Library."
10. Individuals and groups approved to use Library meeting rooms shall not discriminate with respect to access to Library space against any individual on the basis of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity.
11. TADL facilities may not be used for weddings or private parties.
12. All meetings held in TADL facilities must be free and open to the public.
13. Specified individuals must take personal responsibility for rooms they reserve on behalf of groups they represent.
 - a. Individuals who reserve a meeting room must be 18 years of age or older, and that individual shall be responsible for supervision and security during the use of the meeting room.
 - b. All minors using the room must be under supervision by an adult 18 years of age or older in attendance at all times.
 - c. Any damage to the room arising from the use by any individual or organization shall be billed directly to the individual who secured use of the room.
 - d. Specific setup details are the responsibility of the specified individuals who make the reservation. This must be provided at the time the reservations are being made. Certain last minute changes may or may not be permitted, but must be requested at least one day or 24 hours in advance of the meeting time.

Fees and Fee Waivers

Advance reservations are secured upon receipt of a completed agreement and payment of rental fees. Fees are dependent upon the room being reserved and resources requested. TADL reserves the right to waive fees for community organizations whose mission is consistent with the mission of the district library.

Overuse and Cleaning Fees - \$100 Each

Groups that do not leave reserved rooms by Library closing or in time for the next scheduled use of the room will be charged an overuse fee. Groups that fail to leave any room in a clean, undamaged condition or fail to leave the rooms in their original condition or fail to clean the kitchen, may forfeit the right to use of the library meeting rooms and will be charged a cleaning service fee.

McGuire Room Use Fee – 1st Floor Main Library – 160 person fire code limit

The McGuire Room must be reserved in advance with a completed agreement and fee paid for individuals or groups when it is not required for library business needs. Half room rates are defined as under 40 people under 2 hours and exclude Monday – Friday from 5:00 to 9:00 p.m.

McGuire Room Fees	Up to and including 4 hours	4 + to 8 hours	More than 8 hours	
Full Room Use Fee – For Profit	\$200	\$400	\$600	
Full Room Use Fee – Not for profit (NFP)	\$100	\$200	\$300	
½ Split Room Use Fee – For Profit Excluding Mon-Thurs 5-9 pm	\$150	\$300	\$400	
½ Split Room Use Fee – NFP Excluding Mon-Thurs 5-9 pm	\$ 50	\$100	\$150	
Room Use Fees include room set-up of chairs and tables, use of projection screen, podium with microphone, marker board / easel, video projector, wireless microphones. Kitchen use - Coffee urn (no food prep). Detailed needs must be provided in advance, at the time of reservation.				
Additional Equipment Use Fees	For Profit	Not For Profit		
Kitchen use (food preparation)	\$50	\$20		
Piano	\$100	\$50		
Video Recording Equipment Rental Pursuant to: 4.7 Equipment Use Policy & Audiovisual Technology Equipment Use Agreement	\$100	\$50		

Thirlby Training Room Scheduling and Use – 2nd Floor Main Library – 20 person fire code limit

Advance reservations for this space are made through the Sight & Sound Department. Immediate in person walk-in inquiries can be made at the 2nd floor Adult Reference Department. The use of installed equipment in this room is limited to library business needs or

organizations paying a use fee. Users of this room may bring in personal laptops and silent projectors for group meetings but may not use sound projection.

Thirlby Room Fees	
Room with use of installed equipment	\$20 flat fee
Scheduled without use of installed equipment	No Charge

Study Rooms A, B and C – 2nd Floor Main Library – 2 person limit in room

Public access to these rooms is available on a first-come, first-served basis by inquiring at the 2nd floor Reference Desk. Study Rooms and their furnishings may be used for up to two hours. No additional equipment will be provided for use in these rooms, though laptop computers obtained in the Public Computing Center may be used in the study rooms. Except for library business needs, advance reservations for use of study rooms are not accepted. There are no charges for the use of the study rooms.

Study Room D – 2nd Floor Main Library – 8 person fire code limit

Study Room D may be reserved in advance by the Sight & Sound Department once per month for no charge when it is not required for library business needs. It may be used by walk-ins when not previously scheduled after registering at the Adult Services desk.

Nelson Michigan History Room – 2nd Floor Main Library

This room is reserved for library use and may not be scheduled unless for official library business. When not in use, it is available to the public as a quiet study room and for use of the historical collections housed there.

Children’s Story Room – 1st Floor Main Library

This room may only be used for the business needs of the library.

Kingsley Branch Library

Use of the Meeting Room facility at the Kingsley Branch Library is scheduled by the Village of Kingsley.

East Bay Branch Library

There are no public meeting room facilities at the East Bay Branch Library.

Indemnification - Individuals responsible for reserving the use of a meeting room shall indemnify and hold harmless the Traverse Area District Library, its board members, employees, agents and representatives, from any and all suits, actions, claims or demands of any kind,

character or nature arising out of or brought on account of any injuries or damages sustained by any person or property as a consequence or result of using the meeting room, its furnishings or its equipment. TADL takes no responsibility for personal items that are lost, stolen or otherwise missing from public spaces.

Individuals responsible for reserving the use of a meeting room shall release, waive any claims against, discharge the Traverse Area District Library and all affiliated entities, their directors, officers, trustees, agents and employees (Releasees) from all liability to the Individual or attendees for any and all loss or damage or any claim or demand on account of injury to persons or property of the individual or attendees whether caused by the negligence of the Releasees or otherwise and shall assume and accept full responsibility for any risk of personal injury, property damage or property loss arising out of or related to the use of the meeting room, whether caused by the negligence of Releasees or otherwise.

Motion by: A MAREK

Support by: J JONES

Adopted: Y N



Joseph Jones, Board Secretary

3/15/18

Date