

Otsego County Library Meeting Room and After Hours Use Policy

The Otsego County Library provides community meeting rooms for the instructional, recreational, and research needs of the Library and the Otsego County community. Groups and organizations may use meeting rooms when they are not needed for activities sponsored by the Library. Use of Library facilities by groups and organizations not affiliated with the Library or its official support organizations is restricted to the community meeting rooms including the main floor Multi-Purpose Room and the Upper Level Meeting Rooms A/B, Kitchen, and Archives. No group may use the meeting rooms in a way that would be disruptive. Permission to use the meeting rooms does not imply Library endorsement of the goals, policies, or activities of any group or organization. The Library reserves the right to revoke permission previously granted if deemed necessary.

Information regarding the policy for use of meeting rooms will be available to the public. This policy does not guarantee the applicant the facility or the time requested.

Permission to use the Library's meeting rooms may be granted to Otsego County based civic, cultural, and educational organizations, or to locally-operating government agencies, departments or commissions. To qualify as an Otsego County based group, organization or business, the group leader or applicant must submit proof of address or photo identification card at the time of application. Organizations not located in Otsego County must submit proof of regular operation or programs within Otsego County such as sample brochures, newsletters, or web site printouts.

Any group or organization applying for room use must sign a statement that their organization does not discriminate in membership or in service provision, on the basis of race, creed, color, religion, political affiliation, gender, sexual orientation, national origin, or disability, or in employment on a basis prohibited by Michigan law. They must also fully release and discharge the Library, its administration, and all other staff from any and all claims from injuries, including death, damages or loss, which may be alleged to have arisen out of, or in connection with, the meeting.

Applications for use of the meeting rooms will be made available on the Library's web site and at the Library information desk, and will be approved by the Library Director or an authorized representative according to the following priorities:

- *Library sponsored or related meetings, programs, trainings, etc. ;
- *Government agency sponsored programs serving the Otsego County community, non-profit public and/or social service organizations located in or operating on a regular basis in Otsego County;

The Otsego County Library Director or an authorized representative has authority to approve use of Library buildings or grounds based on application. Meeting room use is issued for specific hours and dates. When the authorized function is over, program organizers are responsible for vacating the facilities. The specific hours must include set-up and clean up time and must be adhered to out of courtesy to all meeting room users. There is no charge for room use. An authorized representative of the organization should submit the request in advance on an official application form. Applications are taken on a first come, first served basis. Please note that we require reservations in advance and will reserve your meeting room time for up to one year. Renewal applications should be submitted at the beginning of the 12th month for the use period for consideration, but prior use of meeting rooms does not entitle applicants to future use. Failure to submit an application on time, to renew your group's room use, may result in unavailability of that space due to other applicants' granted use.

*All meeting rooms may be used during the Library's open hours. Fifteen minutes before closing, meeting rooms should be cleared, with all furniture replaced as required. Before or after hours use may be approved for the main floor Multipurpose Room and Upper Level Meeting Rooms A/B and Kitchen when requested in advance.

*Organizations using the Library's meeting rooms will make no monetary profit from its use. They will not be permitted to use advertising and publicity which imply that their programs are sponsored or co-sponsored or approved by the Library. Publicity is the responsibility of the group reserving the meeting space. The sponsoring group must be identified on all publicity displayed or published. Publicity may not carry Otsego County Library telephone numbers or other contact information, unless written permission to do so has been previously given by the Library Director.

*The Library reserves the right of library staff to monitor any meetings held in its facilities. A list of all meetings booked may be posted in a public area in the Library and on the Library's web site.

*No groups using the community meeting rooms may charge a fee or ask for donations. The facilities will not be available for fund-raising events, except when the objective is related directly to the improvement of the Library. The Library Director may approve the use of meeting rooms when an accredited public educational institution or professional organization must charge tuition for specific training courses.

*No items or services may be sold or advertised, except for Library sponsored programs in which items by a featured speaker/performer may be offered for sale by the speaker/performer or by the Friends of the Otsego County Library or a bookseller acting on behalf of either of those organizations. The speaker/performer must notify the Library when planning to offer items for sale. In all cases, the speaker/performer or his/her representative collects payment, not library staff. The exception is made because many of these works are published by small presses or are locally produced and it is a service to library patrons to make them available.

The individual responsible for the meeting room reservation must notify the Library of meeting cancellations. Event scheduling changes require completion of a new application. Failure to do so may result in loss of meeting room privileges. Meeting room use may be revoked by the Library whenever the use of Library facilities and equipment interferes with regular Library use, whenever guidelines and policies have been violated, and/or whenever a reallocation of authorized hours is necessary to provide equitable access by all applicants for space.

Care and Use of Facilities

*Please sign in for the group in the meeting room sign up binder. Be sure to include the name of the group, the date of room use and the number of people attending. This is important for documenting use and demonstrating need of the facilities to our stakeholders. A library assistant will show you to your reserved room and give you the check-out procedures. As the contact for your group, it is your responsibility to have all participants follow policies and to show them the exits in case of an emergency. All members of your group must have vacated the building before you leave.

*Please return the meeting room to the set configuration. A layout of the room can be found in the meeting room sign up binder. If tables and chairs are borrowed from another room, please return them and place them back where they were found. Groups are responsible for setting up the meeting room for their own use and must leave the room in the same condition in which it was found, including the placement of chairs and tables. Turn off all lights and appliances when finished.

*Furniture and/or equipment may be provided with prior approval. Arrangements for use of any personal furniture or equipment should be made at scheduling time. In order to ensure easy removal of equipment after the meeting, the building manager should be notified when the equipment is brought into the building.

*Equipment, supplies, or personal effects cannot be stored or left in library meeting rooms unless prior arrangements have been made with the building manager. These arrangements should be clearly written out on the meeting room reservation form.

*Meeting Room A will have access to the kitchen if reserved. The kitchen has a refrigerator, gas stove, dishwasher and microwave oven. The room also has access to a coffeemaker and water.

*Groups using the meeting rooms must provide their own coffee, cups, sugar, cream, plates, glasses, utensils, napkins and refreshments. Absolutely no drinks with red dyes will be permitted.

*Catering and equipment loading may only be done through the north side entrance. For off-hour meetings, all entry should be through the side door. Catering materials cannot be left overnight in the meeting room or kitchen.

*Attendance at meetings will be limited to the capacity of the individual meeting room due to fire codes and regulations. Seating and/or supplementary furniture are not allowed in corridors outside the meeting rooms.

*All trash resulting from the serving of refreshments must be removed by the organization. Each group using Library property is responsible for the condition of the room and must remove after use of the facility, any equipment, materials, utensils, excess refuse, and other items belonging to the organization. Damage to Library property will be paid for by the organization booking the room. Wash all dishes and kitchen utensils and replace where found. Soap and cleaning supplies are located under the sink. Please wipe all surfaces where food was prepared or eaten including tabletops and counters.

* If you are planning to have food catered for your meeting, please meet the caterers outside the north side entrance and escort them to the assigned meeting room and kitchen.

*The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the meeting rooms. The individual/group may be required to pay for the cost of outside cleaning if the room if needed. Permission to use Library meeting rooms may be withheld from groups failing to comply with the Otsego County Library meeting room policy and from any group that damages the room, carpet, equipment, furniture, or causes a disturbance.

*Library personnel are not available to assist any group; rearrange the seating; carry supplies to and from the meeting room; or to operate equipment. Groups using Library meeting rooms must provide their own personnel for the performance of any of these tasks.

*A meeting that would interfere with normal Library activities and work because of noise or other factors will not be permitted.

*Failure to observe these guidelines and policies will result in a denial of meeting room use.

After Hours Meeting Guidelines

The Otsego County Library provides space for use before or after regular Library hours, Monday-Sunday.

*These rooms are the only spaces available for off hours meetings; all other areas of the library facility are locked and will alarm if persons try to exit from these areas.

*Before hours use begins at 7 a.m. To use a room before hours, the designated group representative must come to the Library during regular hours the day before the event to obtain a passcode and instructions.

*Your group must be in the building and in the meeting room before closing in order to utilize the after hours meeting opportunity. All meetings must be concluded and all attendees out of the building by 10 p.m.

*All entry and exit must be through the north side community doors of the Library. Absolutely no exit or entry can take place through the front or south side doors unless there is an urgent emergency that necessitates quick evacuation and other exits are impeded.

*All other guidelines for meetings are applicable for after hours meetings and failure to comply could result in loss of meeting privileges for your group.

This policy regarding the use of Library grounds, buildings, and equipment for meetings and other events will be reviewed and updated every year by the Board of Library Trustees. Please don't hesitate to contact us if you have any questions. The library director may be reached by calling (989) 732-5841.

Policy adopted 1/21/2020. To be reviewed after 6 months.

LIBRARY MEETING ROOM AGREEMENT

Please fill out this information completely and accurately. On-going meeting room requests expire annually (one calendar year from date of 1st meeting). It is the responsibility of the group to renew their meeting room reservation by contacting library administration. If there any changes to any information, please notify library administration as soon as possible.

Group Name: _____

Contact Person: _____ Email: _____

Phone: _____ Rental Date: _____

Purpose: _____

Estimated number of people attending: _____

Single Use: Rental from _____ AM/PM to _____ AM/PM

Multiple Uses (e.g. 1st Thursday of each month) Rental from _____ AM/PM to _____ AM/PM

I AGREE TO THE FOLLOWING:

- No use before 7:00 am or after 10 p.m.
- Room capacities will be honored
- No alcoholic beverages allowed without approval of the Library Board
- Smoking is not allowed anywhere on library grounds; burning of items (incense, candles, etc.) is prohibited and all decorations must be flame proof.
- No red colored drinks or foods that will cause permanent staining
- Group will be responsible for and reimburse the Library for actual costs of repairs needed due to damage
- Facility use is limited to the reserved meeting room, kitchen, and restrooms
- The main library will maintain regular hours and be unavailable if meeting room is reserved before/after hours
- The Library is not responsible for lost or stolen item. Anything left will be held for 30 days
- The group using the rooms shall indemnify, save and hold harmless the Otsego County Library from any and all claims for user's guest or licensee
- No holes shall be made in, nor tape used on, walls or ceiling
- During rental, no doors are to be blocked open to the outside
- No roller blade shoes or like items or bikes or any items that will leave marks on the floor allowed.
- The group will clean the rooms after use according to the checklist provided. The contact person is responsible to complete the cleaning check list.
- No persons will be allowed into the meeting room until the reserved time of use
- The Library shall only be liable for any loss, damage or injury which results from a building defect, as provided in applicable Michigan law, if that defect is not caused by the user
- User will remove their trash and recyclables from the building

Extra instructions/Equipment Needs:

I have read and agree to follow the rules of the rental agreement

Signature _____ Date: _____/_____/_____