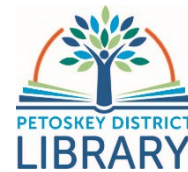


# Meeting Room Policy

*Approved: September 24, 2020*

*Updated: February 23, 2023*



It is the policy of the Board of Trustees of the Petoskey District Library to allow businesses, organizations, and groups to use the Library labyrinth, Classroom, and meeting rooms on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

## General Meeting Room Principles:

- Library programs and meetings have first priority for meeting room use and are exempt from any restrictions.
- A group may be required to reschedule a meeting if it is in the Library's best interest. The Library will do its utmost not to interfere with scheduled meetings and adequate advance notice will be given.
- Allowing the use of meeting rooms does not connote sponsorship of the event or the organization by the Petoskey District Library, nor does it connote an endorsement of any of the group's policies or beliefs.
- In the event of inclement weather, utility outage, or other emergency, the Library director may have to close the Library and cancel scheduled meetings. If cancellation becomes necessary, the Library will notify the person who made the reservation. In the event of such a cancellation, the Library shall have no liability for any loss or expense if the applicant chooses not to reschedule.
- The Library director reserves final authority to approve or deny applications for use of the meeting rooms. The director or his/her designee may grant exceptions to the rules.
- Private parties are not permitted.
- Rooms not reserved are available to walk-in individuals and groups (including non-residents) as space permits. However, walk-ins will be subject to the same fee criteria as stated below.
- The Library reserves the right to make available the name and phone number of the person or group making a reservation to anyone inquiring about the event.
- The Library reserves the right to restrict use by those who do not abide by these conditions.
- Open flames and incense are prohibited throughout the Library.
- Solicitation of Library users inside the Library or Carnegie Building or on Library grounds is prohibited.
- Pandemic limitation: during a pandemic Level 1.5 or above (see Pandemic Response Re-Opening Procedures), the Library director has the authority to require masks and social distancing in Library meeting rooms, as well as adjust capacities of those meeting rooms.

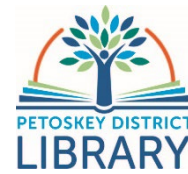
## Library Guidelines:

- The Library has a Classroom (capacity of 50) and two meeting rooms (capacity of 10 and 8), as well as the outdoor Labyrinth for use by the public.
- Classroom and meeting rooms are available during the Library's open hours.
- Library staff will set up the Classroom based on the selection stated within the reservation system. There is a computer/laptop and projector available for use, and will be made available if stated in the reservation. There are white-boards and tack boards available for display during meetings.

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- Laptops are available for use within the Library meeting rooms (not the Carnegie) by Library cardholders. Non-Library cardholders may use a mobile laptop once the patron provides a photo ID. Library programs and meetings have first priority for laptop use.
- Pandemic Limitations: during a pandemic (Level 1.5 or higher) the Library Re-opening Procedures states that masks and social distancing requirements will be adhered to at all times. The Library Classroom has a capacity of 12 and the Large Conference Room has a capacity of 4. The Small Conference Room is unavailable during a pandemic.

### Carnegie Building Guidelines

- Capacity of 162.
- If a meeting is catered, open Sterno flames are permitted.
- Patrons must be at least 18 years of age to use the Carnegie meeting space.
- Patrons will follow guidelines as presented in the Carnegie packet.
- Pandemic limitations – during a pandemic (Level 1.5 or higher) the Library Re-opening Procedures states that masks and social distancing requirements will be adhered to at all times. Capacity at the Carnegie will be determined based on the orders from HDNW, MDHHS, or the CDC.

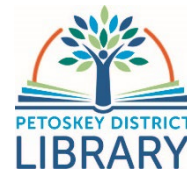
### User group's responsibility:

- Groups using any space in the Library or on Library grounds must abide by the Library's non-discrimination policy and meet American's with Disabilities Act requirements.
- Room users will have room set-up options in the Classroom. The conference rooms do not have flexible set-up options.
- Groups are responsible for maintaining order and are liable for any damage to Library property. All Library policies must be adhered to including, but not limited to, the Library Code of Conduct.
- Users may post on the Library-provided white boards/tack boards, however any such display must be removed at the close of the event. Tacking or writing on inappropriate surfaces (painted walls, ceilings, doors) is deemed a violation of this policy.
- Room users are responsible for the condition of the room, including equipment and furnishings. Users must clean the room, put the furniture back the way they found it, and discard all garbage.
- Neither the name nor the address of the Petoskey District Library may be used as the official address or headquarters of any organization, group or individual. Publication of misleading notices and advertisements will be considered a violation of these rules.
- Groups requesting meeting facilities for a series of meetings must submit, in writing, a list of specific dates and times. Meeting Room reservations are approved by Library Staff no earlier than 3 months in advance. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms. If a reoccurring reservation is not used two times consecutively, all remaining reservations may be canceled.
- Cancellations should be made with at least three days' notice or room users may lose their reservation privileges.
- Persons, organizations, groups, or businesses agree to hold the Petoskey District Library harmless from any injury, loss, damage, liability, costs, or expense that may arise during, or be caused by, use of the Library facilities or grounds.

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## Meeting Room Fees:

- Individuals that have a Petoskey District Library Resident Card in good standing may reserve the Library meeting rooms at no charge, for up to 3 hours per day, unless one of the below fee-criteria applies. One additional hour is permitted at the end of any reservation if space and time are available.
- Organizations that are located within the legal and contractual area of the Petoskey District Library may reserve the Library meeting rooms at no charge, as long as the person booking the room is in attendance during the meeting, holds a Petoskey District Library card in good standing and none of the below criteria applies.
- Fee Criteria: If at least one of these statements is true, then the below fee will be assessed for reserving a room:
  1. I do not have a Petoskey District Library card (card begins with 8615).
  2. There is a cost for participants to attend the meeting, including hourly rates, retainers, tuition, or donations.
  3. Products or services will be sold or marketed at the meeting.
- Fees:
  - Meeting rooms: \$25.00 fee for up to 3 hours of room use.
  - Labyrinth: \$25 fee.
- Tutors utilizing the Library for a safe, central location to meet with students will not be charged a fee if they walk-in and ask for space. They will be charged the \$25 fee if they choose to reserve a room. "Tutor" is defined as a person employed and paid to instruct a student.
- Non-residents may use a Library meeting room for no fee, on a walk-in basis, as long as Fee Criteria #2 & #3 are false.

## Definitions:

- Petoskey District Library Resident Card in good standing – a Library card that was issued by the Petoskey District Library as a resident, student, or employee, the number begins with "8615", and has less than \$10.00 in fines or fees.
- Petoskey District Library legal and contractual area - includes the City of Petoskey and the Townships of Bear Creek, Little Traverse, Resort, and Springvale.