

## VIII. Fremont Area District Library Meeting Rooms

### Policy

The mission of the Fremont Area District Library is “to provide quality library service, enhancing community learning, growth, and enjoyment.” The Library provides meeting rooms to the public as a service to support the cultural, educational and informational needs and interests of the community. The library meeting rooms are made available to the public on an equitable basis, regardless of the beliefs or affiliations of individual or groups requesting their use. Library sponsored or co-sponsored activities take precedence over non-Library uses of the meeting rooms. Permission to use the library facilities does not, in any way, constitute an endorsement by the Fremont Area District Library of the group or the groups’ beliefs. The meeting rooms are made available as a limited public forum with the following guidelines set by the Library Board. This policy only applies to the use of the Meeting Rooms by the public and not to Library sponsored or co-sponsored events.

### Regulations

#### **What facilities are available (collectively referred to as "Meeting Rooms")?**

The Merrill Community Room with a capacity of 125

The Butterick Conference Room in the upper level with a capacity of 15.

The Training Room in the upper level (includes computers) with a capacity of 10.

All provisions of this Policy shall apply to all Meeting Rooms unless the Policy specifically provides otherwise.

#### **Who may use the public meeting rooms?**

- Individuals, Groups or Organizations ("Users") may use the public meeting rooms . Individuals at least 21 years of age may reserve the meeting rooms by submitting a meeting room application on behalf of their group or organization. The applicant is considered the official representative of the group and will be responsible for seeing that Library policies are observed and communicated to the group. Groups must have an adult at least 21 years of age present during the entire meeting.
- Persons requesting the use of the Meeting Rooms will be required to provide a written statement of the program and objectives of the User.
- The meeting room shall not be used for partisan political rallies, or private events such as showers, receptions, or parties.
- **Library sponsored or co-sponsored programs always take priority. The Library reserves the right to change or cancel reservations to accommodate Library programs within a reasonable time.**

## What are the Rules for Meeting Room Use?

- No attendance or entry fee may be charged by Users.
- No User may sponsor a fund-raiser. Users shall not sell tickets, raffles or any fundraising objects or solicit contributions from persons located anywhere in the Library or on Library property.
- Users may collect ordinary annual dues or donations or sell miscellaneous items (such as organizations calendar, etc), provided that such activity is incidental to the purpose of the meeting, is not a requirement to participate, and is approved in advance by the Library Director or his/her designee. A fee for workshop supplies may be charged in conjunction with the use of a Meeting Room for a workshop.
- Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.
- Use of the Meeting Rooms does not imply Library endorsement, and no announcement, press release, flyer or other promotion should state or imply Library endorsement or sponsorship of the event or the organization. Users may not use the Library's name or address as their own address or headquarters location or store their property at the Library between meetings.
- Users agree to indemnify and hold harmless the Fremont Area District Library, Fremont Public Schools, City of Fremont, Dayton Township, Charter Township of Sheridan, and Sherman Township, its agents, officers, employees and representatives, from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the Meeting Room, its furnishings or equipment by the User.
- Individual groups or organizations reserving the public meeting rooms assume full responsibility for all costs associated with their event.
- Meeting room use must not interfere with the normal operation of the Library. Users shall observe all rules of conduct and policies applicable to Library patrons.
- Meeting Rooms will be left in a clean and orderly condition. The Applicant will be responsible for the condition of the Meeting Room and any equipment used. Users will be billed for the repair of any damage to facilities or equipment (library maintenance staff will inspect Meeting Rooms after each use and report any damage to the Library Director)

- Users are responsible for set up and clean up after the meeting (see attached checklist).
- Handouts, pamphlets or other materials may be distributed only to those attending the meeting and may not be placed outside the public meeting rooms for general distribution or left in the Library at the conclusion of the meeting, unless in conformance with the Library's Bulletin Board policy.
- Adults bringing children to a meeting must keep the children with them in the assigned meeting room. Children may not sit or play in the corridors or be left unsupervised in the Children's Library.
- No smoking, candles, matches or any other use of fire shall be permitted in the Meeting Rooms.
- Persons attending meetings are subject to all city ordinances, state or federal laws and library policies.

### **Are refreshments permitted?**

- Light refreshments may be served in the Merrill Community Room and the Butterick Conference Room (juice, coffee, rolls, cookies, fruit, pop, appetizers, desserts, etc). Each public meeting room has a small adjacent kitchen, which is equipped with a full-sized refrigerator (with icemaker) and a microwave oven. Only meals that have been prepared off-site (catered, potluck) may be served in the public meeting rooms. No food or drink is allowed in the Training Room.
- Alcoholic beverages and tobacco of any kind are not permitted.

### **When may the public meeting rooms be used?**

- Meeting rooms may be used during Library Hours free-of charge. The Butterick (Upper Level) Conference Room and the Training Room may only be used Monday-Friday and must be vacated by 5:00 pm regardless of library closing time. Public meeting rooms are not available on Sunday.
- Use of the Merrill Community Room outside of public library hours requires the approval of the library director. Since use outside regular library hours requires a staff member to either provide access or secure the building, the group using a meeting room will be charged a \$25.00 fee. A group using a room that requires staff to both open and close the Library would result in a \$50.00 fee. The Library Director has discretion to determine if use outside of library hours is permitted and the duration of the use.

- **Users who have not vacated the building at library closing will be charged a \$25.00 fee for closing.**

### **How are the meeting rooms reserved/scheduled?**

- **Library events or co-sponsored events always take precedence.**
- Reservations will be taken on a first come, first served basis by the Administrative Assistant. Groups may reserve a meeting room up to 12 months in advance. Reservations must be made in writing on standard Library form at least 2 days prior to the meeting date.
- The public meeting room calendar is posted on the Library's web page at <http://www.fremontlibrary.net>.
- The Library must be notified of cancellations 2 working days before the meeting date. Cancellations within 48 hours of the date/time will be charged a \$25.00 fee.
- If the Merrill Community Room is used when the Library is closed, group access shall be limited to the Merrill Community Room and public restrooms.

### **What are the costs to use the library meeting rooms?**

- Use of the Merrill Community Room during library hours is free of charge.
- Use of the Butterick Conference Room during library hours is free of charge.
- Use of the Training Room during library hours is free of charge.
- Early Opening/Late Closing for the Merrill Community Room - \$25 per occurrence.
- Cleaning Fee: \$25
- Late Cancellation Fee: \$25

### **What are the Consequences for Violating this Policy?**

The Library Director or the Director's designee may restrict access to library facilities, including the Library's meeting rooms by immediately dismissing the patron from the premises, by suspending the patron's access to library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

A. Incident Reports: Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges: Unless otherwise provided in this Policy, (See Section C below), the Library shall handle violations as follows:

1. Initial Violation: Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.

2. Subsequent Violations: The Director or the Director's authorized designee may further limit or revoke the patron's library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of library privileges. The Incident Report shall specify the nature of the violation.

2. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Policy before their privileges may be reinstated.

E. Damages: If the User violates the policy by causing damage to Library property, the User shall be assessed the actual costs.

F. Right of Appeal:

Users may appeal a decision in writing to the Library Director within 10 business days of the date of the letter stating why library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 10 business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

Approved: October 8, 2002

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