



**MANISTEE COUNTY LIBRARY**  
**95 MAPLE STREET, MANISTEE MI 49660**  
**P: (231) 723-2519 F: (231) 723-7280**  
**WWW.MANISTEELIBRARY.ORG**

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## **Meeting Room Policy**

The Manistee County Library's Meeting Room is available for use by individuals and community organizations for educational, cultural and civic programs open to the public, including, but not limited to, discussion groups, lectures, civic committee meetings and small group discussions and for use by the Manistee County Library. The Meeting Room may not be used for sales, commercial, or profit-making purposes. Use of the Meeting Room by individuals and community organizations does not constitute an endorsement by Library Trustees or staff of the viewpoints of the meetings or Meeting Room users. This policy does not apply to meetings or use of the Meeting Room by the Library or programs sponsored or co-sponsored by the Library.

### **Use of the Meeting Room**

**Capacity:** The maximum capacity of the Meeting Room is thirty-six (36) persons.

**Time:** The Meeting Room may be used only during regular Library hours and for no more than four (4) hours per session. Activities must end at least fifteen (15) minutes prior to closing time.

**Application and Approvals:** A Meeting Room Application must be completed to reserve the Meeting Room. The planned activity may not be publicized or promoted until Library Administration has approved the publicity content in writing. Approval shall be at the sole discretion of Library Management.

**Reservation of Meeting Room:** Reservations shall be on a first come, first serve basis. The Meeting Room may be reserved up to 30 days in advance of use. No organization or individual may reserve the Meeting Room more than 12 times in a single year or more than one day in any single month.

**Scheduling Conflicts:** Every effort will be made to avoid scheduling Library events that conflict with previously scheduled use of the Meeting Room. In the event a conflict arises, Library use will supersede public use.

**Cancellations & “No-Shows”:** If an event/activity must be canceled, the individual signing the Application must give notice to the Library of such cancellation at least one (1) day prior to the event or as soon as the need to cancel is known. If the activity does not commence within thirty (30) minutes of the time reserved, the Library reserves the right to cancel the activity and allow another use of the room.

**Publicity:** All publicity materials must accompany the Application for Meeting Room use. The Library telephone number may not be used as a contact number in publicity materials or any communications relating to the event. Posting of any such materials shall be at the discretion of Library Administration. Publicity materials must not state or imply that any program is sponsored, co-sponsored, approved, or endorsed by the Library, its Trustees, and/or staff.

**No Interference with Library Operations:** Meeting Room use may not interfere with the Library's operation or disturb other Library users.

**Accessibility: *The Meeting Room door shall remain open at all times.***

**Equipment:** The Library is not responsible for connecting or troubleshooting personal computers, electronics, communication or any other equipment used during the activity or materials or equipment left in the Meeting Room or in the Library after the activity has ended.

**Refreshments:** Light refreshments may be served in the Meeting Room. All related supplies and equipment must be provided by Meeting Room users. Alcoholic beverages are not allowed. Use of the kitchen is limited to snacks and refreshments that are ready to serve.

**Minors:** Minors must be accompanied by one or more adults (at least 21 years of age) who will be responsible for their behavior and supervision.

**Damages:** The Meeting Room must be returned to its original condition, neat, clean, and undamaged. Costs incurred by the Library to clean and/or repair any Library equipment, furniture, the Meeting Room, or Library because of meeting activities shall be the responsibility of the individual who signed the Application and, if applicable, the organization represented.

**Room Setup:** Individuals and organizations using the Meeting Room are responsible for room set up and take down. Furnishings and equipment must be returned to the locations in which they were found, or placed according to specific instructions provided by Library staff. Garbage must be removed by the Meeting Room user(s). Set up time must be prearranged and approved by Library staff.

**Film Screening:** If you would like to screen a film, you must obtain a Public Performance License for the film from a licensing agent which allows you the right to screen your film publicly.

**Library Staff:** Library staff may attend or observe any and all activities in the Meeting Room at any time. Library staff cannot assist with registration or answer questions concerning any Meeting Room activities.

**Appeal of Library Administration Decision:** Authorization to use the Meeting Room may be revoked by the Library Administration upon violation of any Policy, rule or procedure. A written appeal of the decision must be made by the complainant to the President of the Library Board of Trustees within ten (10) business days. The Library Board of Trustees will review the documentation and render its decision within sixty (60) days of receipt of the appeal.

**Manistee County Library**  
**MEETING ROOM APPLICATION**

Name of Individual/Organization: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Type of Activity Planned: \_\_\_\_\_

Date and Time of Meeting (include set up time): \_\_\_\_\_

Person Applying: \_\_\_\_\_ Position within Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Expected Number Attending (maximum capacity - 36): \_\_\_\_\_

Refreshments to be served: Yes  No  Please note: Alcohol is prohibited.

I have read and agree to the terms and conditions included in the attached Meeting Room policy. All written materials that will be used to promote the meeting/activity shall be provided to Library Administration with this application. I understand and agree that the individual(s) and/or organization reserving the Meeting Room: are responsible for returning the Meeting Room to a clean and orderly condition; removing all garbage; are responsible for any and all damages related to its use of the Meeting Room; and agree to reimburse the library for any and all costs incurred to clean and/or repair such damage(s). The library shall not be responsible for any loss or damages incurred by individuals attending the meeting/activity. Individuals and organizations using the Meeting Room agree to and shall indemnify, defend and hold harmless the Manistee County Library and its appointed officials, boards, committees, agents and employees (collectively, the "library, County and townships") against any and all suits, actions, demands, damages, and expenses of any nature which may be brought or made against them.

***Please note: the Meeting Room door shall remain open at all times.***

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE – LIBRARY ADMINISTRATION USE ONLY

Date Approved: \_\_\_\_\_

Library Administration Signature: \_\_\_\_\_

Date Applicant Notified: \_\_\_\_\_