

Allegan District Library Meeting Room Policy

Purpose and Scope:

The purpose of the Allegan District Library Meeting Room Policy is to list the rules by which those who wish to reserve any meeting room must abide. It is the goal of the Allegan District Library that all those who fill out the Meeting Room Reservation Form read through this policy and rules before they sign and return the form and use the room. The policy lists what is and is not allowed when using any room, and for which purposes the meeting rooms may be reserved.

Reservable meeting rooms are determined by the Library Director and listed on the library website. Reservations for non-reservable spaces will be considered on a case-by-case basis.

1. Meeting rooms may be reserved for use by local or area educational, civic, cultural, community, professional, or government groups. Local is defined as organization within the boundaries of the Allegan Library District or an organization with a significant membership residing in the Library District.
2. Official Library use of any meeting room takes precedence over all other uses.
3. No general admission fee may be charged for any meeting or program held in the library, nor may any offering, solicitation, or collection of funds be made.
 - a. Small fees may be approved by the Director upon request for meetings sponsored by the library or an approved non-profit educational group/institution.
4. In accordance with the current Michigan Public Accommodation Act (Sec. 37.2302), meeting rooms may only be used by groups whose membership is open to all without restriction or discrimination based on religion, race, color, national origin, age, sex, or marital status. Use of any meeting room does not imply approval or endorsement of any group by the Library.
5. In fairness to the community, no more than two dates can be reserved per organization per quarter; quarters run December – February, March – May, June – August, and September – November.
6. The Library cannot provide personnel for supervision or to assist in handling of furniture or technology set-up. Nothing is to be affixed to the walls or left in the room after use.
7. Light refreshments may be served with prior approval of the Director.
8. Smoking is not permitted within the Library.
9. Meeting rooms will only be available during regular library hours. Prior approval may be obtained from the Director to use the Carnegie Room only past closing hours. This will be granted on a case-by-case basis.
10. Doors will be unlocked and attendees permitted in the meeting room when the responsible party checks in at the Circulation Desk. The responsible party must notify the Circulation Desk when the group leaves the meeting room.

11. All meeting rooms must be left clean and in its original condition. Full responsibility for any loss or damage associated or connected with the use of the room must be assumed by the organization and the responsible party reserving the room.
12. The Library reserves the right to refuse the use of any meeting room to groups that violate the Library's Code of Conduct.
13. No materials, furniture, technology or etc. shall be removed from any meeting room.
14. A representative from the organization must sign the Meeting Room Reservation Form and indemnification agreement to reserve the room. Reservations can not be confirmed until the application is complete.