

Walled Lake City Library

Meeting Room Rental and Use Policy



1. PUBLIC USE OF THE LIBRARY MEETING ROOM

The Walled Lake City Library values the pursuit of individual and community goals by ensuring the open exchange of diverse materials and ideas. In support of our values and our mission the library makes the Meeting Room available for public uses which support and further our mission.

Public use of library room is subject to availability and compliance with the terms of this policy. When the meeting room is not being used by the library or library-sponsored or co-sponsored events, the space will be made available to the public on equal terms regardless of the beliefs or affiliations of individuals or groups requesting their use.

The meeting room is to be used for general information, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars, and meetings. The library meeting room is intended to host organized meetings and are not available for private, party type functions such as birthday parties.

The Administration has the authority to deny use of the meeting room to any group that creates an atmosphere of conflict or disorder leading to disturbances of any kind, or that interferes with the health, safety and welfare of persons in the area.

Groups shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of groups from the meeting room and Library. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws.

2. MEETING ROOM GUIDELINES

- The Library Director authorizes the use of the meeting room and maintains the schedule. For information and reservations, contact the Library Director at 248-624-3772, Monday – Friday, 10:00am – 5:00pm.
- Library programs and Library-related services, meetings and events have first priority for scheduling use of the meeting room. Other applications will be considered on a first-come, first-served basis. Meeting room programs must not interfere with Library operations.
- The Library **will not** accept meeting room reservations for the months of January, June, or September **until all Library programs are scheduled** for the Library programming cycle.
- The Library is not liable for injuries to people or damage to property, individuals or organizations using the meeting room.
- In accordance with fire marshal regulations, maximum attendance for the meeting room is **30**. Groups violating the maximum room load will be asked to leave.
- The meeting room is available during the Library business hours. Meeting room use will not be scheduled before or after library hours.
- All requests must be made at least **five (5) business days** before proposed reservation.

- Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including clean-up, **must end 15 minutes** before the Library's closing time.
- Library staff may attend or observe any event at any time.
- Library meeting rooms may not be reserved more than one month in advance of the requested use date.
- To insure or promote the accessibility of library meeting rooms to a wide variety of community groups, and so that the entire Walled Lake community may have opportunity to make use of the limited facilities available, no group may use the rooms for more than eight (8) meetings per year.
- The library is not able to guarantee that a particular time slot will continue to be available to any organization.
- Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is prohibited but may be permitted at the discretion of the Library Director if it is reasonably related to the Library's purpose (e.g., author sales of signed books).
- Political organizations may use the meeting room provided meetings do not include fundraising. These may include business meetings, issue discussions and candidate forums.
- Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room without the permission of the Library administration. Do not affix or adhere anything to walls.
- The Library cannot supply any storage space. Groups using a meeting room shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.
- Groups are responsible for any and all damage caused by meeting attendees or others associated with the meeting.
- The Library reserves the right to deny use or access to any group that has violated this Policy.

3. USE OF LIBRARY MEETING ROOM

Library meeting rooms are available for use, free of charge, to groups or individuals meeting **all** of the following criteria:

- The group or organization sponsoring the event must be a 501(c)(3) non-profit group or an individual or group that is indisputably not commercial but is cultural, educational or informational in nature. Determination of whether a group or individual meets these criteria rests with the Library Director or their designee.
- The event sponsor must either be an individual who is a resident of Walled Lake or a group/organization physically located in Walled Lake.
- Library meeting rooms are available for educational, cultural, informational or governmental/civic activities. These activities may include public lectures, panel discussions, workshops and other similar functions. No commercial, sales, or profit-making uses of the meeting rooms are allowed.

- With the exception of library-sponsored events, no fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the meeting room applicant, group or organization at a later date.

4. PUBLICITY

Provision of library meeting room for public use does not constitute endorsement by the Walled Lake City Library or by staff, of the groups or individuals using the meeting room or their beliefs. The Walled Lake City Library does not sponsor public meetings and events held in the library, unless agreement to such sponsorship, or co-sponsorship, has been provided in writing by the Library Director or his/her designee prior to scheduling of the meeting room. Unless sponsored or co-sponsored by the library **publicity for public events in library facilities must not imply sponsorship by, or affiliation with, the library and must contain the statement, "This program is neither sponsored, co-sponsored nor endorsed by the Walled Lake City Library."**

This policy does not apply to meetings or use of the meeting room by the Walled Lake City Library or programs sponsored or co-sponsored by the library.