

**Chelsea District Library
Policy and Procedure**

Policy Section: **4. Facility and Equipment**

Revision: 3/16/10, 4/19/11, 11/15/16

Subject: **421 Use of Venues and Meeting Spaces**

Background:

The Mission of the Chelsea District Library is to provide quality library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for library programs as well as Library business meetings. When certain Library space is not scheduled for Library-hosted or co-hosted events, it may be used by the public within the parameters set by the policy.

Policy:

This Policy does not apply to Library hosted or co-hosted events and use of the Venues and Meeting Spaces.

Venues and Meeting Spaces Governed by this Policy:

The following meeting rooms are governed by this policy and shall be referred to as the "Meeting Rooms."

McKune Room
Katie's Korner
Reading Garden

Rules for use of "Meeting Rooms:"

1. Guests using Library facilities for events shall not sell tickets, raffles or any objects; solicit contributions; or charge a fee for attendance.
2. Persons or groups using the library shall not leave printed materials on Library property without prior approval of the Library Director, in accordance with the bulletin board and code of conduct policies.
3. All meetings in the Meeting Rooms shall be free and open to the public. Private functions are not permitted, i.e. showers, receptions, and private parties. Groups and organizations may use the Meeting Rooms for cultural, educational, governmental and informational purposes.
4. Users requesting to use the room must live in the Chelsea District Library service area, or the business/group they represent must be located in same. Exceptions for non-profit groups can be made at the director's discretion.

5. Scheduling use shall be accepted on a first-come-first-serve basis, with Library business having first priority. The Meeting Room Rental Agreement and security deposit must be submitted prior to scheduling use of the Meeting Rooms. The Library may ask groups to reschedule meetings in the event the Library Board needs to schedule a special library board meeting or other Library event.
6. Meetings and events will not be scheduled more than eight weeks in advance, and will not take place on a weekly, reoccurring basis, except for any public body that is required to adopt a regular meeting schedule pursuant to the Open Meetings Act. However, the Library Director has discretion to schedule any meeting more than eight weeks in advance for public bodies.
7. The Library will not discriminate against any group based on race, color, creed, national origin, religion, marital status, age, gender, height, weight, veteran status, disability, sexual orientation, or any other characteristic protected under applicable laws.
8. The Library prohibits the use of tobacco, alcohol or controlled substances in the Library Meeting Rooms.
9. Groups using Library Meeting Rooms may serve food and beverages, but only if approved by the Library at the time the group schedules the Meeting Room(s).
10. Groups making excessive noise that disrupts normal Library functions or other patrons' use of the Library shall be asked to eliminate the disruption. If they don't respond to this request, they shall be asked to immediately vacate the premises.
11. Requests for use of audio or visual equipment must be made at the time the venue is scheduled. The Library does not guarantee the availability of any audio or visual equipment.
12. It is the user's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The group must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the security/ cleaning deposit. A group must include time to *set up* and *clean up* within scheduled time.
13. A refundable security/cleaning deposit must be paid to the Library before the scheduled event. The deposit will be held and returned until Library staff inspects the room. If there are no damages, the deposit shall be returned. Persons or groups using the Meeting Rooms must pay for actual damages exceeding the \$100 deposit fee. Cancellations must be in writing. Users cancelling less than 48 hours before the scheduled meeting time will forfeit the entire deposit.

14. The Library is responsible for scheduling use of all Meeting Rooms. The program and meeting schedule is available at any Information Desk. It is also available on the Library's website and is updated regularly.
15. Use of Library Meeting Rooms is limited to the hours during which the Library is open. Any meeting shall conclude, and the room be vacated, not less than one half hour before the library closes. This regulation does not apply to public bodies that use the Meeting Rooms. However, public bodies must obtain permission from the Library Director before scheduling any use during hours when the Library is not open.
16. Persons or groups using Library Meeting Rooms shall observe all rules of conduct and policies applicable to Library patrons.
17. Groups using the Meeting Rooms shall not exceed occupancy requirements of the Meeting Rooms.
18. The Library does not promote any non-library programs, except to list them on the library calendar. All descriptions must be clearly noted and state that it is not a library program. Contact information must be noted.

Library Disclaimer:

1. Use of the meeting room does not constitute the Library's endorsement of a group's policies or beliefs by any of the staff or Board members.
2. If necessary, the Library reserves the right to cancel the use of a meeting room.
3. The Chelsea District Library is released and held harmless from any and all claims for personal injury or property damage.

Personnel Responsible:

Library Staff

Janice L. Carr

11/15/2016

Janice L. Carr, Secretary
Chelsea District Library Board of Trustees

Date