

Loutit District Library
PROGRAM ROOMS A AND B USE POLICY

1. The library's use of these rooms for library programs and meetings shall have priority over another group's use of these rooms.
2. The following types of groups may submit an application to the Library Director to use these rooms:
 - a. The five constituent governmental units.
 - b. Non-profit cultural, educational, civic, and governmental groups for meetings or events that are of general interest and open to the public.
 - c. Other organizations at the discretion of the Director.
3. Loutit District Library will not consider applications by:
 - a. commercial enterprises promoting or offering goods or services, *for free or for a fee*, or soliciting business
 - b. non-profit cultural, educational, civic, and governmental groups for meetings that are limited to employees or members
 - c. individuals, families, or groups for private parties
 - d. non-profit or for-profit groups or associations regular, periodic (weekly, semi-monthly, monthly) meetings
 - e. political parties and partisan and non-partisan candidates
 - f. groups advocating for or against public election ballot issues
4. Groups approved to use these rooms shall comply with the Occupancy Limits for these rooms:

Program Room A	113
Program Room B	49
Program Rooms A and B as one room:	162
5. These rooms are usually available for use only for meetings that start (including any set-up period) and end (including any clean-up period) during regular library open hours. Exceptions may be considered at the discretion of the director or the director's designee.
6. Procedures to apply for use of the Program Rooms:
 - a. The applicant will submit a completed Program Room Application Form (available at the Checkout Desk, the Adult Information Desk, and on the library website) at least 7 calendar days prior to the requested room use date.
 - b. The applicant may submit a Program Room Application Form up to 3 months prior to the request room use date.
 - c. An applicant must be 18 years of age or older.
 - d. The library may consider a pattern of cancellation by the applicant of previously-approved room use requests by the applicant when it receives subsequent applications from the applicant or applicant's group.
 - e. The library may consider previous violations of Program Room Use Rules by the applicant's group when it receives subsequent applications from the applicant or applicant's group.

7. Rules for publicity:

- a. For a library-approved event, the applicant must submit to the library for approval any publicity the applicant intends to distribute by any form to the public before the applicant or applicant's group releases the publicity to the public.

8. Rules for use of the Program Rooms by approved applicants:

- a. Users shall not disrupt or interfere, at the determination of library staff, with normal library operations.
- b. Users shall comply with the library's *Rules for Persons Using the Library Facility and Services* and the *Unattended Child Policy*.
- c. Users shall comply with local, state and federal laws and regulations.
- d. Users may arrange chairs and tables as they choose.
- e. Users shall not use library equipment without prior approval through the application process.
- f. Users shall not provide their own equipment without prior approval.
- g. Users shall provide adequate adult supervision at events where children are present.
- h. Refreshments shall be limited to light snacks, soft drinks, coffee and tea. All refreshments shall remain in the Program Room(s).
- i. Food preparation is prohibited. Food prepared off-site may be served from the adjacent kitchen. Users shall provide all serving supplies.
- j. Smoking and use of smokeless tobacco products is prohibited.
- k. Alcoholic beverages are prohibited.
- l. Users shall leave the room in clean condition and shall remove any unconsumed refreshments.
- m. Anything with an open flame, such as candles, incense or lanterns, is prohibited.
- n. Hazardous materials are prohibited.
- o. Gambling and raffles are prohibited.
- p. Users shall not attach anything to the walls, ceiling or floor.
- q. Any handouts or materials shall be restricted to meeting attendees and shall not be distributed elsewhere in the library.
- r. In an emergency or if the library must close unexpectedly for any reason, users shall comply with requests given by library staff and/or Grand Haven Department of Public Safety officers.
- s. Users shall take all necessary steps to end their use of the room and vacate the room no later than 15 minutes prior to the library closing time.
- t. Upon vacating the room, someone from the user group shall notify the designated library staff member who will inspect and close the room.
- u. Users shall be responsible for compliance with ADA regulations.
- v. Users shall not charge admission fees. Users may charge a fee for materials provided to attendees at a workshop.
- w. If the user group needs to cancel a scheduled room use, the user group shall notify the library at least 24 hours prior to the scheduled room use.
- x. Users shall be solely responsible for the security of items used or displayed during use of the room. Users shall not store materials or equipment prior to or following the meeting.
- y. User groups agree to indemnify and hold harmless Loutit District Library and its agents and representatives from any and all lawsuits, actions, claims, or demands of a nature arising out of or brought on account of any injuries or damage sustained by any person as a consequence or result of the use of the room, its furnishings or equipment, and from any loss, damage, liability, costs and/or expense that may arise during or be caused in any way by such use of library facilities.
- z. Users shall reimburse the library for its costs to repair library property damaged by the users.

- aa. The library may terminate the use of the room by the users for any violation of these rules.
- bb. The library may deny future applications for room use submitted by the user group for the user group's violation of these rules.

9. Fees and deposits for use of the Program Rooms:

- a. Any fees for the use of the meeting room shall be set by a resolution of the Loutit District Library Board of Trustees.
- b. At the discretion of the Library Director after consideration of a Meeting Room Use Application Form, the Director may require an applicant to provide a deposit in an amount set by the Director. After the room use if the Director determines the users have not damaged library property, the Director will refund the deposit to the applicant.

10. Application for room use will be reviewed in a timely manner. The library will send a copy of the form(s) to the applicant with the library director's approval/disapproval.

The Program Rooms A & B Use Policy previously adopted on May 26, 2009 is hereby repealed.

Approved by the Loutit District Library Board of Trustees on April 13, 2010.

Mary Jane Belter
Mary Jane Belter, Secretary