

LOUTIT DISTRICT LIBRARY Computer Classroom Use Policy

1. The Library's use of this room for Library programs shall have priority over another group's use of the classroom.
2. The following types of groups may submit an application to the Library Director to use the classroom: Non-profit cultural, educational, civic, and governmental groups for computer training. Business training for firms will also be considered.
3. Loutit District Library will not consider applications by commercial enterprises promoting or offering goods or services, *for free or for a fee*, or soliciting business.
4. Training in this room shall comply with the Occupancy Limits for this room – 33 persons.
5. This room is 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 Computer Classroom:
 - A. The applicant will submit a completed *Computer Classroom Use Application Form* (available at the Checkout Desk and the Adult Information Desk) at least 7 calendar days prior to the requested room use date.
 - B. The applicant may submit a *Computer Classroom Use Application Form* up to 3 months prior to the requested 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 *Computer Classroom Use Policy* by the applicant's group when it receives subsequent applications from the applicant or applicant's group.
7. 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 Computer Classroom 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 Facilities and Services and Penalty Procedures for a Violation of These Rules*, the *Unattended Child Policy*, the *Internet Policy* and all other applicable LDL policies.
 - C. Users shall comply with local, state and federal laws and regulations.
 - D. Users shall not use Library equipment without prior approval through the application process.
 - E. Users shall not provide their own equipment without prior approval.
 - F. Specialized software may not be downloaded without prior approval and under the supervision of Library personnel.

- G. No beverages or food are allowed in the Computer Classroom.
 - H. Users shall leave the room in clean condition.
 - I. Users shall not attach anything to the walls, ceiling or floor.
 - J. Any handouts or materials shall be restricted to meeting attendees and shall not be distributed elsewhere in the Library.
 - K. 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.
 - L. 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.
 - M. Upon vacating the room, someone from the user group shall notify the designated Library representative who will inspect and close the room.
 - N. Users shall be responsible for compliance with ADA regulations.
 - O. Users shall not charge admission fees. Users may charge a fee for materials provided to attendees at a workshop.
 - P. 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.
 - Q. 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 their meeting.
 - R. User groups agree to indemnify and hold harmless Loutit District Library and its agents and representatives from any and all suits, 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 expenses that may arise or be caused in any way by such use of Library facilities.
 - S. Users shall reimburse the Library for all costs to repair Library property damaged by the users.
 - T. The Library may terminate the use of the room by the users for any violation of these rules.
9. Fees and deposits for use of the Computer Classroom:
- A. Any fees for the use of the Computer Classroom 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 *Computer Classroom Use Application Form*, the Director may require an applicant to provide a \$25 deposit. If the Director determines the users have not damaged Library property, the deposit will be refunded.
10. The *Computer Classroom Application Use Form* is available at the Adult Information Desk and the Check Out Desk. Upon receipt of the application, the Director or his/her designee will respond with approval or disapproval within 7 days.

Computer Classroom Use Fee Schedule

RESIDENT NON-PROFIT	RESIDENT BUSINESS	NON-RESIDENT NON-PROFIT	NON-RESIDENT BUSINESS	GOVERNMENT
No charge	\$75 (1 to 4 hours)	\$65 (1 to 4 hours)	\$100 (1 to 4 hours)	No charge
No charge	\$150 (4 to 8 hours)	\$130 (4 to 8 hours)	\$200 (4 to 8 hours)	No charge

The *Computer Classroom Use Policy* previously adopted on April 13, 2010 is hereby repealed.

Adopted by the Loutit District Library Board of Trustees on February 7, 2012.

Mary Jane Belter, Secretary



Loutit District Library

Expanding Horizons, Enriching Minds

Computer Classroom Use Application Form

What type of organization is applying?

- resident non-profit
 resident business
 government
 non-resident non-profit
 non-resident business

Contact Person: _____

Organization: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____

Purpose of the class: _____

Date of the class: _____

Setup time: _____ Class time: _____ Ending time: _____

Number of people expected to attend: _____

The classroom is equipped with twelve computer workstations, Microsoft Office, Internet access, and the ability to project from a laptop.

I have read the attached Computer Classroom Use Policy and agree to abide by this policy.

Signature

Date

You will be contacted by the Director or designee as to the status of your request within 7 days of receipt. If you have questions please e-mail John Martin, Library Director, at jmartin@loutitlibrary.org or call 616-842-5560, ext. 212.

Approved Not approved Deposit required \$ _____

Director Signature

Date

\$ _____
Fee



Loutit District Library

Expanding Horizons, Enriching Minds

Computer Classroom Use Equipment Form

Please indicate which Library equipment items you wish to use:

- Instructor workstation with projector
- Projector with organization's own laptop
- Projection screen
- DVD player (in instructor workstation) with projector
- Student workstations How many? _____
- Internet access
- Printer
 Printing is available at a cost of \$0.15/page.

Microsoft 2007 Office Suite

- MS Word
- MS Excel
- MS PowerPoint