

CONFERENCE USAGE ROOM POLICY

The Library encourages the community use of its conference rooms located in Rogers City and Grand Lake branch libraries.

If any group fails to abide by this policy, they will forfeit their right to use the library conference rooms. The Library reserves the right to refuse the use of a conference room if such use would disrupt or interfere with library activities or enjoyment of the library by patrons.

In accordance with the Michigan Public Accommodations Act, these tax-supported facilities may be used only by those groups whose membership is open to all without restriction based on race, sex, religion, etc.

ELIGIBLE GROUPS

The library conference rooms may be reserved for use by educational, civic, cultural, community, professional, religious, political or government groups, or other non-profit groups for non-commercial use.

Commercial or profit making organizations may *not* use the rooms except when sponsoring educational programs of a non-profit nature which are open and free to the general public. Reservations for such groups will be referred to the Library Director for approval.

RESPONSIBILITY

All activities held in library conference rooms must comply with the Presque Isle District Library Patron Rights, Responsibilities, and Conduct Policy.

The person in charge of the meeting shall be responsible for picking up a key during normal operating hours.

The user is responsible for setting the room up, and for restoring the room to its original condition after it is used. A cleaning fee may be assessed if the room is not restored to its original condition.

A fee will also be assessed for any damage resulting to any furniture, carpeting, walls, or equipment. It is the user's responsibility to make sure that management is made aware of any damages or spills. Any damage not reported immediately may be assessed an additional fine.

Due to public health laws, the kitchenette area may only be used for keeping food warm or reheating and not for food preparation for the public. Refreshments may be served in the conference rooms, however, it is the responsibility of the users to provide, serve, and clean up after refreshments are served.

Any special equipment needed by the organization is the responsibility of the organization using the room, unless **PRIOR permission** is granted to use Library equipment. This **includes** the

SMART BOARD. Organizations should request the use of available equipment from the library staff **at the time the reservation is made.** You must also **obtain prior permission to plug into any computer outlets, especially the SMART BOARD.**

The SMART BOARD is an extremely expensive piece of equipment and if you do not have experience using it you may request a technician for assistance. A fee of \$25 per 2 hours and \$12.50 for every hour after for a technician to be present past normal library hours of operation will be assessed. This also includes the readjustment of stage lights at the theater.

The SMART BOARD is *not* a white board, and must *not be used with dry erase markers.*

Smoking or use of alcoholic beverages on library grounds is prohibited.

No fundraising or admittance fees are allowed unless pre-approved by the Library Board for sponsored activities of the Library and participating municipalities in the District Library.

RESERVATIONS

Library Programs and events take priority in reserving conference rooms. Rooms may be reserved on a first-come, first served basis to non-profit groups and organizations. The Library Director reserves the right to reassign any room based on user needs.

All reservations must be made in person, though a temporary hold may be placed by phone. Temporary holds do not guarantee use of a room.

The Library Director or Library Staff must approve all reservations to the conference rooms.

FEES

CONFERENCE ROOMS

- A cleaning fee of \$25 may be assessed for the conference rooms.
- All library sponsored events, library organizations, non-profit organizations *will not* be charged a fee for the use of the conference rooms.
- All government organizations, commercial, for-profit organizations and “special occasions” must pay a \$150 refundable deposit. If it becomes necessary, the deposit will be retained by the Presque Isle District Library for any repair of facilities or special cleaning needed after use. Fees may be applicable based upon the discretion of the Library Director.

Adopted: November 9th, 2016

Amended: August 8th, 2018