



Meeting Rooms Policy

Policy Statement

The Shelby Township Library provides meeting rooms so that the library can promote its programs and services to the community. The Library Advisory Commission and the Shelby Township Board of Trustees recognize that the library facilities belong to the community and permits room use by established non-commercial groups and organizations based in Shelby Township.

Regulations

1. Meeting rooms are available to rent for recreational, cultural and civic purposes. Rooms are not available for fundraising, religious services, partisan political rallies or for purely social occasions. The meeting rooms are available to not for profit groups in Shelby Township. The meeting rooms cannot be used for the sale, promotion, endorsement or advertisement of a commercial product or service.
2. Library, Friends of the Library, and library-sponsored or co-sponsored programs have priority in the use of the meeting rooms.
3. Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods and services is prohibited. Sales of goods in library sponsored or co-sponsored programs 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 books).
4. All use of the meeting rooms shall not interfere with or interrupt the regular operation of the library and must adhere to the Patron Code of Conduct policy and all local ordinances, state and federal law.
5. All meetings shall only be scheduled for use during regular library hours and must include sufficient time to set-up and vacate. Meeting rooms must be vacated at least 15 minutes prior to the close of regular library hours.
6. No more than one meeting is allowed per month per group. Meeting room requests can be submitted no more than 3 months in advance. Applications are approved on a first-come, first served basis within one week of receipt of the completed application. Once approved, authorization to use the meeting space is not transferable to another organization.
7. Groups wishing to use the meeting rooms must submit an application at least one week (7 days) prior to use. After submission of the signed application and receipt of payment, library personnel will contact applicant with a decision. Applicants must be age 18 or older and have a valid Shelby Township



Library card. The library may share the name and telephone number of the applicant if there are any inquiries from the general public about the meeting or organization.

8. Any application may be rejected or any previously granted permission may be withdrawn at the discretion of library administration. The library reserves the right to reschedule confirmed meeting room reservations to accommodate library-sponsored or co-sponsored meetings or programs. However, every effort will be made to avoid such conflicts and/or to offer alternative options when they arise.
9. A meeting may be cancelled in accordance with library and township policies for temporary closures or emergency procedures.
10. Groups using the room are responsible for the condition of the room, equipment and furniture. They will be billed and must pay for any damage that was a result of their use. All groups using the rooms must be under adequate adult supervision, with an adult in attendance at all times. The supervising adult must accept responsibility for the repair/replacement of any damage to the meeting room or equipment. In addition, the responsible party must make program attendees aware of the library's policy and regulations.
11. Attendance cannot exceed the posted maximum room capacity.
Legacy Room capacity: 243
Meeting Room capacity: 49
Conference Room capacity: 8
12. Cancellations with at least 48 hours notice can be rescheduled or refunded in full. Cancellations with less than 48 hours notice will be eligible for a 50% refund. Failure to show for a reserved room will result in forfeiture of all applicable fees and may result in suspension of a group's meeting privileges. If an individual/organization fails to show for a reserved time slot, after 30 minutes, the library may cancel the reservation and allow another use of the room. Any fees will not be refunded for no-show.
13. All room set-up and amenities shall be stated at the time the application is submitted. Groups wishing to use library supplied audio/visual equipment must make that request at the time of application. Library staff will set-up the room according to approved application indications only. Last minute changes in set-up or amenities will not be accepted. Nothing may be taped or tacked to walls, moldings, doors or other permanent surfaces.
14. Use of candles or other incendiary objects is prohibited.
15. Refreshments and food may be served upon advance approval of the Library Director and must be confined to the room. No cooking facilities are available. The group must provide its own supplies for



serving and preparation (coffee cups, napkins, plates, etc.) and the areas must be completely cleaned and returned to pre-use state. If special cleaning is required for any reason, the responsible party indicated on the meeting room application may be charged a minimum of \$50. Smoking and alcoholic beverages are prohibited.

16. Groups using the meeting rooms agree to indemnify and hold harmless the library, its agents and representatives from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment.
17. By applying for the use of the meeting room, the sponsoring group acknowledges that its activity is not sponsored by the library and agrees that they will not identify the library as associated in any way with their group's activities in any of their literature or publicity. Any literature regarding the meeting held at the library must contain the statement, *"This program is neither sponsored nor endorsed by the Shelby Township Library."*
18. A group shall not use the library's name for any purpose other than to indicate the location of the meeting. The name, address or telephone of Shelby Township Library shall not be used as the address or contact information for any group using the library for meeting purposes. The only exception to this rule would be the Friends of the Shelby Township Library. Unless sponsored or co-sponsored by the library, publicity for public events in library meeting rooms must not imply sponsorship by, or affiliation with the library and must contain the statement, *"This program is neither sponsored nor endorsed by the Shelby Township Library."*

Approved by Library Advisory Commission 11/21/2023

Adopted by Board of Trustees 02/06/2024