

Loutit District Library
PROGRAM ROOMS A AND B USE POLICY

I. Introduction and Purpose of Policy:

When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by the policy. The restrictions of this policy relating to Reservations and Scheduling do not apply to Library-sponsored or co-sponsored events and the Library may impose conditions on Library co-sponsored events.

II. Reservation and Scheduling of Meeting Room:

- A. The following types of groups may submit a request form to reserve a Program Room:
1. Non-profit Organizations whose primary purpose is to support the cultural, educational and informational needs and interests of the community.
 2. Government Organizations
 3. Current Government Office Holders
 4. Events that are free and open to the public and whose primary purpose is to support the cultural, educational and informational needs and interests of the community.

- B. Loutit District Library will not approve applications by:
1. Commercial enterprises promoting or offering goods or services, *for free or for a fee*, or soliciting business
 2. Individuals, families, or groups for private parties
 3. For-profit groups or associations (including homeowner's associations) regular, periodic (weekly, semi-monthly, monthly) or yearly meetings

C. Groups approved to use these rooms shall comply with the Occupancy Limits for these rooms:

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|------------------------------------|-----|
| Program Room A | 113 |
| Program Room B | 49 |
| Program Rooms A and B as one room: | 162 |

D. These rooms are usually available for use only for meetings that start no earlier than 10am (including any set-up period) and end (including any clean-up period) 15 minutes before the Library closes. Exceptions may be considered at the discretion of the Executive Director or Assistant Director.

E. Application Procedures and Requirements:

1. The applicant will submit a completed Program Room Reservation Form available on the library's website at least seven (7) calendar days prior to the requested room use date.
2. The applicant may submit a Program Room Reservation Form up to two (2) months prior to the request room use date.
3. Reservations may not exceed two (2) hours, including set up and clean up.

4. Reservations may only be scheduled during library open hours, Monday through Friday. All events must end 15 minutes prior to the library closing.
5. Only one (1) reservation is allowed per week.
6. All applications must be approved by designated Library staff. An application is not approved until staff have reaches out to notify you of your approval.
7. Events must be canceled or revised at least 24 hours prior to the event.
8. An applicant must be 18 years of age or older.
9. The library may consider a pattern of cancellation of previously-approved room use requests by the applicant when it receives subsequent applications from the applicant or applicant's group.
10. 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.
11. Loutit District Library programming will take priority over other reservations and programs.
12. Loutit District Library reserves the right to change, cancel, or restrict reservations at any time.
13. Loutit District Library will only advertise Library sponsored events and programs.

III. **General Guidelines Affecting all Library Program Rooms:**

- A. **Smoking, Fire or Hazardous Materials.** No smoking, candles, matches or any other use of fire or hazardous material shall be permitted in the Program Rooms.
- B. **Use by Persons Under the Age of 18.** Users of the Program Rooms must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time.
- C. **Tobacco, Marijuana, Vaping, Alcohol and Controlled Substances Prohibited.** The Library prohibits the use of tobacco, marijuana, vaping, alcohol and the illicit use of controlled substances in the Program Rooms.
- D. **Food and Beverages.** Users of the Program Rooms may serve light refreshments within the Program Rooms. Users of the Program Rooms may also serve food that is prepared off site from the adjacent kitchen, but only if approved by the Library at the time the User requests and receives permission to use the Program Rooms. It is the responsibility of the User to observe all health codes when serving light refreshments. No food may be prepared at the Library and the Library will not provide any serving utensils or supplies.
- E. **Disruption Prohibited.** Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Program Rooms.

- F. Equipment Requests; table and chairs. Requests for use of audio or visual equipment, or any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment. Users must receive permission from the Library to use their own equipment in the Program Rooms.

Tables and Chairs located in the Program Rooms may be used. The User may re-arrange the tables and chairs as long as they are returned to the original position.

- G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in violation of this Policy. The Library will not provide storage to Users either before or after the scheduled use times. Users must include time to clean up and set up within the scheduled time and must end meetings at least 15 minutes before the Library closing time.
- H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements, which are listed in Section II, B of this Policy.
- J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.
- K. Private Literature. Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the Program Rooms. Users shall not leave printed materials on Library property without prior approval of Administration or in accordance with Library Policy.
- L. Use of Walls and Other Surfaces. No decorations, advertisements, or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.
- M. Open and Accessible Use. Activities must be accessible to people with disabilities in accordance with the Americans with Disabilities Act and must be free of admission fees, other charges or requests for donations.
- O. No Responsibility for Loss or Damage. The Library is not responsible for loss or damage to exhibits, equipment, supplies, materials, personal property, or other items brought to the Library by any group or individual attending meetings.

IV. Fees:

- A. Non-Profit Organizations. Any Non-Profit Organization (non-profit corporation, government entity, or other organization that has the primary purpose of supporting the cultural, educational and informational needs and interests of the community) may use the Program Rooms for no charge.

- B. Clean Up and Damage Fee. A fee of \$25.00 will be charged if the Meeting Room is not cleaned up as required by this policy. Users shall pay for any actual damage to the Program Rooms.

V. Library Disclaimer:

- A. No Endorsement. Use of the Meeting Room does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members. Any publicity for any event held at the Library must state that "The Loutit District Library does not sponsor or endorse this event."
- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Meeting Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of a Program Room. In the event of inclement weather or other area emergencies, please contact the Library before your event to confirm that the building is still open.
- C. Hold Harmless. Loutit District Library is released and held harmless from any and all claims for personal injury or property damage.

VI. Violation and Appeal Section:

The Library Director or designee may restrict access to Library facilities, including the Library Program Rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in a verbal warning or a suspension of Library privileges. Within 24 hours of the incident, an Incident Report shall be written and forwarded to Administration for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:
 - 1. *Initial Violation:* Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, they will be asked to leave the building for the day. If they refuse, the police will be called. Such action may result in program room reservation and other library privileges being revoked.
 - 2. *Subsequent Violations:* Administration may further limit or revoke the patron's Library privileges if infractions continue.
- C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual

misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation*: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges, with the possibility of privileges being revoked permanently. The Incident Report shall specify the nature of the violation.
 2. *Subsequent Violations*: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Administration may further limit or revoke the patron's Library privileges in escalating responses. Subsequent violations of the same rule may result in library privileges being permanently revoked.
- D. Reinstatement: The User whose privileges have been limited or revoked may be reinstated by Administration, at their discretion. The Library reserves the right to reinstate with reasonable conditions. Reinstatement is not promised or guaranteed.
- E. Damages: If the User violates the policy by causing damage to Library property, the User shall be assessed the actual costs.

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