

Policy Statement

The Comstock Township Library provides public meeting space as a service to the community. The Library Board of Trustees permits meeting room use for organized meetings only. Meeting rooms are not available for private, party-type functions such as birthday parties or showers.

Regulations

1. Rules for Meeting Room Use

- A. Library meeting rooms include both the Heritage and Local History rooms. All users of library meeting rooms agree to comply with all applicable laws, local ordinances, and Comstock Township Library policies.
- B. Library use of the meeting rooms takes precedence over all other uses.
- C. All meetings shall be open to the public and the meeting shall not disturb regular library functions. The library reserves the right for staff members to enter a room at any time.
- D. The meeting room is available only during regular library hours. Groups must vacate the room at least fifteen (15) minutes before the library closes.
- E. Only non-commercial and event-related literature may be distributed during the meetings. The placement of signs, banners, and materials outside of the meeting room is not permitted unless approved by advance by the library director or staff member authorized by the library director.
- F. The registration of participants for a meeting is the sole responsibility of the group using the room.
- G. The library prohibits admission charges. Nonprofit groups may charge fees for learning materials, course credits, or food service not used as a fundraiser.
- H. The library prohibits the sale of merchandise and other fundraising activities for non-library programs on library property.
- I. The group is responsible for setting up the room with the desired number of tables and chairs.
- J. Food and drinks are permitted during a meeting but no cooking facilities are available. The group is responsible for cleanup and must bring its own supplies. A vacuum cleaner is available upon request.

- K. Alcoholic beverages are prohibited in or on library property.
- L. Taping, stapling, or tacking of materials to the walls or other furnishings is prohibited.
- M. The library is a smoke free environment. The use of candles or other incendiary objects is prohibited.
- N. Library staff will unlock the room for any member of the group even if the responsible party is not present.
- O. The person signing the meeting room application is responsible for making all attendees aware of the library's policies and regulations.
- P. All groups using the meeting room must be under adequate adult supervision with adult attendance at all times.
- Q. The person signing the meeting room application must accept responsibility for the repair or replacement of any damage to the room or its contents.
- R. Cancellations must be made with no less than twenty-four (24) hours' notice. Room reservations that are unclaimed after fifteen (15) minutes will be considered no-show reservations and the meeting room will become publicly available. No-show reservations are noted and two (2) or more may result in the loss of future reservation privileges.

2. Application and Scheduling

- A. Only the Heritage Room may be reserved for use by the public and ~~is~~ reservations are on a first come, first served basis. The Local History Room cannot be reserved ahead of time and is available only on a walk-in, first come, first served basis. Library-sponsored and co-sponsored events have priority use of both the Heritage and Local History rooms.
- B. Library patrons age 18 or older with an eligible Comstock Township Library card in good standing may apply for a meeting room reservation. The library will share the name and phone number of the patron if there are inquiries from the public about the meeting or organization.
- C. A completed application form (see *Meeting Room Use Application APP-11*) must be submitted that includes all requested dates. Applications will be approved or denied within five (5) business days.
- D. Room applications should be submitted as soon as possible before the meeting and no more than two (2) months in advance of the meeting.

- E. Meeting room reservations may be limited to two (2) per week, per group.
- F. Meeting room reservation requests are confirmed only with the approval of library staff.
- G. Meeting rooms may only be scheduled for use during regular library hours.
- H. Applications may be rejected or withdrawn at the discretion of the library director. The library may cancel any meeting in accordance with library policies for temporary closures or emergency procedures.
- I. The library may require a copy of the group's 501 (c) (3) certificate or State of Michigan nonprofit articles of incorporation and bylaws.
- J. Meeting room capacity is indicated on the application form. The responsible party shall comply with capacity limits and/or local fire department occupancy regulations.

3. Violation and Appeals

- A. Failure to comply with the terms of this policy may result in a forfeiture of meeting room privileges as determined by the library director.
- B. A patron whose privileges have been suspended or revoked may have the decision reviewed by the Library Board of Trustees.

4. Fees

- A. If a meeting runs late, a \$25 fee may be assessed for every fifteen (15) minutes beyond the vacated deadline and the group's meeting privileges may be suspended.
- B. The meeting room must be left in the same condition it was prior to the meeting. If special cleaning or rearranging of the meeting room is needed, the reservation application signee may be charged a minimum of \$50.
- C. Tipping or other payment or compensation to library personnel is prohibited.

5. Library Disclaimer

- A. Permission to meet at the library does not constitute the library's endorsement of any group's policies or beliefs.
- B. Groups shall not use the library's name for any purpose other than to indicate the location of the meeting. Any publicity regarding meetings held at the library must contain the following statement: "This program is neither sponsored nor endorsed by

the Comstock Township Library.”

- C. The library shall not be held liable for any injury sustained or damage related to the use/misuse of the building, meeting rooms, or its contents.

Approved: November 8, 2021; Revised: May 13, 2024
Comstock Township Library Board of Trustees