

## Use of Meeting Rooms

### Who May Use the Meeting Rooms

The Grosse Pointe Public Library provides meeting rooms so that the library can promote its program of service to the community. The library board recognizes that the library facility belongs to the community and therefore permits the use by local non-commercial groups and organizations located in the Grosse Pointe School District area. Library facilities will not be made available to for-profit organizations. Any questions of interpretation will be referred to the Library Director for final decision.

The policy for the use of the facility is established by the Library Board of Trustees and is subject to change at any time.

Seventy-five percent of meeting participants must be residents of the Grosse Pointe Public Library service area. Group size can not exceed 15 at Central Library, 30 at the branch libraries for non-library programs during the day-time hours, or 75 at the branch libraries (from 5-8:30p.m).

At least one adult must be present for every 6 meeting participants under the age of 14. Although the Grosse Pointe Public Library complies with the Americans with Disabilities Act of 1990 in its provision of programs and services, the Friends Room at Central Library does not meet handicapped accessibility guidelines. It is therefore the responsibility of each organization requesting use of the Friends Room to determine whether any of their meeting participants will require handicapped accessibility.

The Friends Room is available Monday through Thursday from 8:00 a.m. until 4:30

p.m. and Friday from 8:00 a.m. until 4:00 p.m. The meeting room at the Ewald Branch is available Monday-Thursday from 10:00 a.m. until 8:30 p.m. The room is available on Friday and Saturday (during the school year) from 10:00 a.m. to 4:30 p.m. The room is not available on Sundays. The meeting room at the Woods (once built) will have the same hours as the meeting room at the Ewald Branch.

All users of the library's facilities agree to comply with all applicable laws and local ordinances.

### How to Reserve Meeting Rooms

Requests and inquiries for room reservations by persons with permits should be made to library administration (343-2325) at least one week before the date of the meeting. Room reservations will be accepted no more than a year in advance and no more than once a month per group. Anyone wishing to use a meeting room must have a permit approved by the Library Director. Permits may be issued for a single meeting or for periodic meetings and will be sent to the person submitting the request.

All permits granting use of the meeting room for a year expire at the close of the library's fiscal year in June.

The library reserves the right to cancel a room reservation when normal library activities or events make it necessary to use the requested space.

A permit is subject to cancellation, and future permits will be denied, in the event the applicant violates the law or disrupts normal library activities, while occupying library facilities.

The fact that a group is permitted to meet at the Grosse Pointe Public Library does not in

any way constitute an endorsement of the group's policies or beliefs.

The Library's name may not be used for any purposes other than to indicate location of the program.

No materials or decorations may be attached to door or walls.

### **Activities in Meeting Rooms**

All users of the library facilities agree to comply with all applicable laws and local ordinances.

The use of alcoholic beverages, controlled substances, and smoking is prohibited at the Grosse Pointe Public Libraries.

The registering of participants for a program will be the responsibility of the sponsoring group, not of the library.

Only light refreshments, such as beverages, sandwiches, and desserts are permitted in the meeting. The group is responsible for bringing its own refreshments and supplies (including coffee machines, napkins, etc) and for cleanup.

If special cleaning of the facility is needed, the group will be charged a minimum of \$50.

Meeting room users are expected to collect, contain, and dispose of litter and debris accumulated as a result of their activity. Each group will be responsible for any damage to the building or its contents.

Excessive noise or disturbances will not be tolerated.

The library prohibits sale of merchandise for non-library purposes on library property.