

## **MGT-9: Library Facility Use Policy**

Adopted: 9/18/2014; Last Revised: 3/20/2025

### **Policy Statement**

The Orion Township Public Library (OTPL) provides meeting rooms so that the library can promote its programs of service to the community. The library board of trustees recognizes that the library facilities belong to the community and permits use of the facilities by non-profit, non-commercial groups and organizations. For-profit, commercial businesses may use the facilities for a fee. OTPL also provides study tables and rooms for informal groups to meet without disrupting quieter areas of the library.

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### **Meeting Room Regulations**

1. Public meeting room reservations are available without charge to non-commercial, not-for-profit groups and organizations.
2. Public meeting room reservations are available for a fee as noted in the *Fines and Fees* policy to any commercial group.
3. Groups shall not be permitted to reserve a public meeting room more than once per month and cannot reserve a public meeting room for more than one month at a time.
4. Private, personal, or family functions are not permitted in a public meeting room.
5. Meetings that disturb regular library functions are not permitted.
6. All meetings shall be open to the public. Public meeting rooms may only be used by groups whose membership is open to all without restriction, in accordance with the Michigan Public Accommodations Act and the Elliott-Larsen Civil Rights Act of Michigan, MCL 37.201 et seq.
7. Public meeting room reservations must be made by an adult (age 18 or older). Groups of all ages are welcome to use the rooms, provided there is sufficient adult supervision for minors with an adult in attendance at all times. The supervising adult must accept responsibility for the repair or replacement of any damaged facilities or equipment.
8. A request to reserve meeting space must be made online or by calling the Administrative Assistant (or other administrative staff) for each date requested. Request must be received no less than one week in advance, but not more than two months prior to the requested reservation date. With the exception of library programs, meeting rooms are available on a first come, first served basis.
9. Reservations are not considered confirmed without the approval of an administrative staff member.
10. Meeting rooms shall only be scheduled for use during regular library hours and must include the total time involved (from setup to vacate). Meeting rooms must be vacated at least 30 minutes before the close of regular library hours. Any exception must be requested in writing and approved in advance by the Library Director. If a meeting runs late, a fee will be assessed as noted in the *Fines and Fees* policy, and the group's meeting room privileges may be suspended.
11. Any fees paid will not be refunded and meeting room privileges may be suspended for cancellations without 24-hour notice or failure to show up for a reserved room.
12. Any application may be rejected, or any previously granted permission may be withdrawn, at the discretion of the Library Director. The library may cancel any meeting in accordance with the library policies for temporary closures or emergency procedures.

13. All room setup and amenities shall be requested at the time the application is submitted. Groups wishing to use library-supplied equipment must make that request at the time of application. Library staff will set up the room as approved. Last minute changes in setup or amenities will not be accepted.
14. Permission to use library meeting rooms does not imply endorsement by the OTPL. The OTPL will not be held liable for any injury sustained or damage done that is related to the use/misuse of the library facilities or equipment. The Library cannot be responsible for loss or damage to exhibits left in meeting rooms or personal property of those attending meetings.
15. In publicizing a meeting to be held in a Library meeting room, the sponsoring group must be clearly identified and include its contact information. All notices and publicity related to an event must contain an express disclaimer that the event is not sponsored, funded, or supported by, or associated with, Orion Township Public Library. Groups may not use the Library telephone or fax number, the Library email address, pictures of the Library, or anything with a Library logo or trademark, in its promotional materials. Further, a sponsoring group must not, in any other way, imply Library sponsorship of their program or organization in their publicity. The Library will not give out information about non-Library sponsored events. A sponsoring group may be denied future access to Library property for failure to comply with this policy.
16. Literature may be distributed during the meeting inside the meeting room, but not outside of the meeting room. Printed materials shall not be left on Library property without prior approval of the Library Director.
17. Use of meeting rooms shall not include an admission fee. Nonprofit groups may charge fees for learning materials, course credits or food service not used as a fundraiser.
18. The library only allows limited merchandising and fundraising activities on library property. The sale of books, CDs, and other items by authors or artists as a part of library programming or Friends of the Library sponsored sales or activities shall be permitted. Any exceptions to this must be approved by the Library Director.
19. Light refreshments or snacks may be served in the meeting rooms. The group is responsible for providing any equipment and utensils needed. The group is responsible for cleaning the meeting space, this includes kitchen counters or tables used in preparation and serving. If cleanup is not acceptable, the library may schedule the necessary professional cleaning and charge all costs to the responsible party who reserved the room.
20. Alcoholic beverages are prohibited in or on library property without advance approval of the library board of trustees.
21. The library is a smoke free environment, in accordance with Michigan law.
22. The capacity of meeting rooms is indicated on the website application form. The supervising or responsible adult shall comply with capacity limits and/or local fire department occupancy regulations. Users of meeting rooms may be asked to leave the room if the capacity has been exceeded or if the room is used inappropriately.
23. Individuals and groups may not leave meeting rooms unoccupied for more than 15 minutes.
24. The space must be left in the same condition it was prior to the meeting.
25. Failure to comply with the terms of this policy may result in a forfeiture of meeting room privileges as determined by the Library Director.

## **Study Room Regulations**

26. Study rooms may be reserved for non-commercial groups or individuals up to one month in advance for one two-hour block per day.
27. Continuous use of study rooms is limited to periods of two hours. If no one is waiting to use the room at the end of two hours, the period may be extended.
28. If all study rooms are in use, groups may be offered a meeting room if available.
29. Users of study rooms may be asked to leave the room if the capacity has been exceeded or if the room is used inappropriately.
30. Meetings that disturb regular library functions are not permitted.
31. Individuals and groups may not leave study rooms unoccupied for more than 15 minutes.

### **Facility Regulations**

32. Library, library related, and library sponsored or co-sponsored programs have priority in the use of the facilities.
33. Patrons in the library may not use the library phone for relaying incoming messages or utilize library staff to perform duties for their personal business.
34. Taping, stapling, or tacking of materials to the walls or other furnishings is prohibited.
35. All users of library facilities must observe the library's *Patron Conduct* policy and all other library policies.
36. A group whose privileges have been suspended or revoked may appeal the decision, as outlined in the *Patron Conduct* policy.
37. A patron may contest a library policy or any portion of a library policy by following the procedures as outlined in MGT-15: Appeals Process Policy.
38. All meeting and study room spaced must be left in the same condition it was prior to use.