

Meeting Room Policy

I. Introduction and Purpose of Policy

The Mission of the Mason County District Library (“Library”) is to inspire lifelong learning by welcoming all to the Library, promoting literacy, and providing access to resources and programs.

In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. 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 this Meeting Room Policy (“Policy”). The restrictions of this Policy relating to Room Reservation Requests (“Requests”) and Scheduling do not apply to Library-sponsored or co-sponsored events.

II. Request and Scheduling of Meeting Room

- A. General Use. Any person, group or organization may use the Meeting Rooms, pursuant to the requirements of this Policy (“Users”). The Meeting Rooms are available during regular Library hours.

- B. Specific Meeting Rooms. The following are a list of specific meeting rooms or meeting areas (“Meeting Rooms”). The regulations contained in this Policy apply to all Meeting Rooms, unless otherwise specified:
 - 1. Community Room, Scottville Library: Seats 25 in chairs, but fewer with tables in use. Room can be divided into two smaller capacity sections.
 - 2. Zonta Room, Ludington Library: Seating for 8 at the table, with additional side seating for 8. Note: the Zonta Room is not ADA accessible.
 - 3. Rotary Room, Ludington Library: Seating for up to 15 people at tables, or seating for 25 people in chairs.
 - 4. History Room, Ludington Library: Seating for 4, maximum.
 - 5. West Shore Bank Room, Ludington Library: Seats 30 at tables comfortably, and can comfortably seat 50 in chairs.
 - 6. Study Rooms, Ludington Library: Five Study Rooms are available with a capacity of 2 to 4 each. See the separate policy for information. <https://www.masoncounty.lib.mi.us/home/about/meeting-rooms/>

- C. Scheduling.
 - 1. Requests will be accepted on a first-come-first-served basis, with (a) Library business, and (b) Library-sponsored or Library-co-sponsored events having first priority. The next priority will be given to Requests

that support the cultural, educational, and informational needs and interests of the community.

2. The Library may ask Users to reschedule their reservation depending on the Library's programs and events.
3. Reservations
 - a. Non-Library sponsored or co- sponsored meetings and events will not be scheduled more than 3 months in advance.
 - b. A meeting organizer is responsible for reserving a Meeting Room at least 48 hours in advance of the date set for the meeting. The Library reserves the right to limit the number of reservations made by a single group or organization.
4. Any person 18 years or older may submit a Room Reservation Request. Requests may be made in person, via phone or email, or through the Library's reservation software.
5. The Library will contact you with confirmation that your Request is approved. Do not assume that your Request is approved upon submission of the Room Reservation Request.
6. If you need to cancel a Reservation, please provide the Library 24 hours notice.

III. General Guidelines Affecting all Library Meeting Rooms

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire will be permitted in the Meeting Rooms.
- B. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, e-cigarettes, marijuana, alcohol, and the illicit use of controlled substances in the Library. This includes having such items in public view.
- C. Food and Beverages. No food or drink is allowed in the History Room. A covered drink is allowed in Study Rooms. Users are allowed to have food and beverages in other rooms. It is the responsibility of the User to observe all health codes when serving food and beverages.
- D. 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 a meeting or any part of a meeting outside of the reserved Meeting Room.
- E. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs, and any equipment owned by the Library must be made at the time the

Request is submitted. The Library does not guarantee the availability of any equipment. If any Library equipment is needed (i.e. projector, computer, DVD player) the User must be able to operate this equipment independent of Library Staff, or arrange for assistance prior to the time of the meeting. We cannot guarantee the User's device can be used successfully with our AV systems (e.g.: Apple iOS, Mac, iPad).

- F. Clean Up. It is the User's responsibility to leave the room in the condition in which it was found. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the room in the future and an hourly cleaning rate of \$25.00 per hour with a \$25.00 minimum fee will be charged. Users must include time to set up and clean up within the scheduled time and must end meetings at least 15 minutes before the Library closing time.
- G. Library Policies. Users will follow the rules outlined in the Mason County District Library's Behavior Policy, which may be found on the library website <https://www.masoncounty.lib.mi.us/wp-content/uploads/2023/05/Behavior-Policy-2022.pdf>.
- H. No Raffles and Contribution Requests. Users will not sell tickets, have raffles, or solicit contributions from persons located anywhere in the Library or on Library property. Users will not sell any object without permission from the Library.
- I. Private Literature. Users will not distribute personal or group literature, brochures, and other materials to Library patrons outside of the Meeting Rooms. Users will not leave printed materials on Library property without prior approval of the Library.
- J. Use of Walls and Other Surfaces. No decorations or other materials can be attached, affixed to, or removed from the walls, doors or other surfaces unless approved by the Library. At no time will any materials or other documents be displayed in the windows. If such approval is granted, any such material must be removed during clean up.
- K. Open and Accessible Use. All activities in the Meeting Rooms that are open to the public must be accessible to people with disabilities in accordance with the Americans with Disabilities Act and must be free of admission fees.

IV. Library Disclaimer

- A. No Endorsement. Use of the Meeting Rooms 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 a non-Library sponsored event held in the Library must state, "The Mason County 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 or move the meeting to a different Meeting Room, including but not limited, to inclement weather or other unexpected building or room closures. The Library will notify the User if a cancellation is necessary. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.
- C. Hold Harmless. The Mason County District Library is released and held harmless from any and all claims for personal injury or property damage.

V. **Ways to Request a Room Reservation**

- A. Ludington: lud@mcdlibrary.org, 231.843.8465, in person
- B. Scottville: svl@mcdlibrary.org, 231.757.2588, in person
- C. Website: <https://www.masoncounty.lib.mi.us/home/about/meeting-rooms/>
- D. Text a Librarian: 231.244.1128

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