

## 2.60 Meeting Space Use

### **Policy Statement**

Richland Community Library (RCL), as a community space, encourages community use of its meeting spaces, and will not charge a fee for their use. RCL allows the use of the designated meeting spaces by community and non-profit groups and organizations for meetings that are educational, cultural, intellectual, charitable, religious, political, or civic in nature.

With the policy guidelines as stated, meeting space can be reserved in person, by phone, via email or through the website before the meeting date. Space is reserved on a first come, first serve basis.

### **Policies**

1. In accordance with applicable provisions of law, this tax-supported facility may be used only by those groups who do not discriminate on any basis identified as discriminatory in either the Michigan or Federal Civil Rights Statutes.
2. Use is granted on equal terms to all groups provided that the group complies with the policy guidelines as stated.
3. RCL reserves the right to deny use based on the availability of space, staff usage, and scheduled programming. Library programs and events have priority in the use of meeting spaces.
4. The community room will accommodate 24 persons or less. The local history room is limited to 5 persons or less.
5. General admission fees may not be charged for meetings or programs. In addition, no offerings, solicitations, or collection of funds can be made, including merchandise and other fundraising activities for nonlibrary programs on library property.
6. Authorization to use RCL's facilities does not reflect endorsement by the Library of any particular program, position, or purpose of any person or organization.
7. No implications can be made through written material or media relations, including use of RCL logo without permission, that RCL is sponsoring an event or program in the library's meeting space.
8. Meeting spaces are available during hours when the library is open.
9. The meeting spaces may be reserved not more than six months in advance. It is

the user's responsibility to request additional reservations.

10. RCL is not responsible for damage or loss of property of meeting organizers or their attendees.
11. The cost for replacement or repair of Library property will be the responsibility of the reserving person or organization.
12. Library staff may enter and remain in a meeting space at any time.
13. Tables and chairs may be rearranged for meetings, but the room must be returned to its original condition afterwards.
14. A/V equipment may be available for use, if requested in advance, but is not guaranteed.
15. 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.
16. The Library has the right to deny booking of activities that would disrupt the Library.
17. Users of meeting space are expected to adhere to the Library Patron Behavior Policy.
18. If an organization is denied use of the Library's meeting room, an appeal of that decision may be made first to the Library Director, and subsequently to the Library Board.
19. Individuals, organizations, sponsoring groups using the rooms will not be permitted to use advertising or publicity that imply that their programs are sponsored, co-sponsored or approved by Richland Community Library.