

PLYMOUTH PUBLIC LIBRARY

MEETING ROOM POLICY

1. The library will make its meeting room available on equal terms to all groups in the community, provided that the meetings held are open to the public.
 - a. The meeting room is available during the hours the library is open to the public only. Groups **must** be finished using the room **15** minutes prior to closing time. Any exceptions to this rule will be at the Library Board's discretion.
 - b. Children's groups may use the meeting room provided they are fully supervised at all times by adults (18 or older) connected with the organization.
2. Guidelines followed are:
 - a. Any use of the meeting room for library sponsored programming is to have first priority in booking arrangements. Use by a non-profit community organization will have second priority. Any alteration in the booking arrangement will be at the discretion of the Library Director.
 - b. All for-profit groups will be subject to a user's fee.
User's fees: \$10.00/hour for use of the room
\$10.00 for use of the kitchen
 - c. The group assumes responsibility for **any** damage to the meeting room or its contents.
 - d. The group may **not** use the library's name, address, or telephone number as the address or headquarters for the group simply because they have been granted use of the meeting room. This is prohibited conduct.
3. The meeting rooms cannot be used for:
 - a. Any purpose, which, in the opinion of the Library Director or the Library Board of Trustees, may interfere with normal use of the library.
 - b. A meeting where an admission fee is charge by a group/individual other than the Library itself, or without prior permission of the Library Director.
 - c. Programs whose *purpose* is the sale, advertising, or promotion of products or services or the solicitation of future sales or services will not be permitted without the prior approval of the Library Director/Library Board. Solicitation is any act to attempt to advertise, market, or sell any product or services or to seek membership in any organization, or obtain a donation/contribution. This includes the collection of free-will offering. Public property is held in trust for the public. It is to be used for governmental and public purposes and governmental property is not to be used for private gain.
 - d. Political campaign purposes (political forums are permitted).
 - e. Events of a strictly social nature such as parties, weddings, and showers are **not** permitted.
4. In consideration for the use of the meeting room, each organization agrees that:
 - a. It will pay for all damages to any property of the City of Plymouth resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or any of its invitees.
 - b. It will hold harmless the City of Plymouth and the Plymouth Public Library from and against any and all liability which may be imposed upon them, or either of them, for any injury to persons or property caused by the organization or any person in connection with the meeting.

- c. It is understood that the City of Plymouth and the Plymouth Public Library assume no responsibility whatever for any property brought unto library property in connection with a meeting and that the City of Plymouth and the Plymouth Public Library are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained by reason of a meeting.
 - d. The meeting room must be left in a neat and orderly condition. If the kitchen area is used, this must also be cleaned up and left in a neat and orderly condition.
 - e. Meetings which interfere with the functions of the library and its users because of noise or other misconduct will **not** be permitted.
5. Reservations should be made as much in advance of the meeting date as possible. Bookings will be taken on a first-come, first-served basis over the telephone or in person. Reservations are made at the adult service desk by the Library Director, or full-time staff in absence of the Library Director. Except for library sponsored programming, the meeting room cannot be reserved on a continuing basis without prior approval from the Library Director, on behalf of the Library Board of Trustees.
 - a. A reservation form is to be completed at the time of the reservation in order to allow room set-up by custodial staff.
6. Use of the meeting room will include:
 - a. Use of the kitchen area.
 - b. Use of an available coffee maker.
7. No smoking or consuming of alcoholic beverages is allowed on the library premises.
8. All use of the meeting room must be in accordance with existing fire and safety codes of the City of Plymouth and the Plymouth Public Library.
9. The Library Director is authorized to deny permission to use the meeting room to any group or organization that is disorderly, objectionable in any way, or violates these regulations. Any group denied use by the Library Director may appeal such denial to the Library Board of Trustees at their next regularly scheduled meeting.
10. Exceptions to this policy can be made only by the Library Board of Trustees.

Revised 08/2018