

PLYMOUTH PUBLIC LIBRARY

Policy Title: Meeting Room Policy	Original Effective Date: 10/1990 Date of Last Revision: 3/2023
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1. The library will make its meeting room available on equal terms to all groups in the community when not in use by the library. It is the policy of the Library Board of Trustees to encourage the widest possible use of its meeting room by the community as long as this outside use does not interfere with the normal functions of the Library.
 - a. The meeting room is available during the hours the library is open to the public only. Groups **must** vacate the room **15** minutes prior to closing time. Any exceptions to this rule will be at the Library Board's discretion.
 - b. Reservations can be made for the calendar year starting on October 1 of the prior year. Reservations will be taken on a first-come, first-served basis in-person, online or over the phone. The meeting room is not considered reserved until the application is received, approved, and confirmed by the library. A minimum of 48 hours should be given for the application to be processed.
 - c. 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.
 - d. The meeting room is intended for larger groups, and therefore a minimum attendance requirement may be imposed. The meeting room is not intended for one-on-one discussions, studying, or tutoring. Therefore, it cannot be reserved in advance for such a purpose. Walk-in requests may be honored if the room is unoccupied.
 - e. The Library reserves the right to refuse meeting room bookings for groups whose recurring use of the room monopolizes the space and interferes with the ability of other groups to meet.
2. Guidelines followed are:
 - a. Meeting Room reservations will be booked in the following priority order:
 1. Library programs and library sponsored programs
 2. Government, nonprofit groups, charitable organizations, educational institutions
 3. For-profit groups and closed-member meetings
 - a. Examples of meetings include board or executive meetings, planning meetings, book clubs, neighborhood watch groups, HOAs, or job interviews.
 - b. If the library needs the room for scheduled programming the group will be given at least two weeks' notice that they will need to find an alternative meeting place.
 - c. The library reserves the right to close due to adverse weather conditions or other emergencies and will attempt to contact the applicant.
 - d. Refreshments may be served. Members of the group are responsible for bringing all serving equipment, utensils, supplies, etc. Advance deliveries and/or setup of the room are not permitted before reservation time. Materials cannot be stored at the library before reservation time.
 - e. **The meeting room is expected to be returned to the original furniture setup and cleanliness condition that groups find it.**

- f. If, following the meeting, additional custodial assistance is needed to clean the facility or any part of the meeting room or library property is damaged, groups will be billed at the discretion of the Library Director. Future reservations may be denied due to this.
 - g. Meeting room users may not post signs, banners, flags, or other displays on the walls or exterior of the library. A whiteboard is available for use. Please ask at the Children's Desk for dry erase markers.
 - h. 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 room 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 charged 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 whatsoever 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. Meetings which interfere with the functions of the library and its users because of noise or other misconduct will **not** be permitted.
5. No smoking or consuming of alcoholic beverages is allowed on the library premises.
6. 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.
7. The Library Director, or their designee, 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.

8. Exceptions to this policy can be made only by the Library Board of Trustees.