

## Meeting Room Policy

The Sturgis Public Library meeting rooms are available for use by local organizations, individuals or businesses. The rooms must be reserved by a library staff employee and will be available for educational, cultural or public service activities. Maximum time limit for meeting rooms is three hours unless prior permission is approved. The library reserves the right to limit the use by any one group to accommodate the many requests for the facility. Occasional exceptions or accommodations to this policy may be approved by library management on a case by case basis.

Seating arrangements are the responsibility of the group using the room. Chairs and tables must be returned to the previous set-up before leaving.

A cleaning deposit of \$20.00 is required. Deposit will be refunded if rooms are left in pre-rental condition.

Groups using the library meeting rooms may not charge an admission fee or sell products or materials, with the exception of fees for community classes or to cover the cost of supplies.

Library meeting spaces will not be available for funeral, memorial services or religious gatherings.

Smoking, including e-cigarettes, and the burning of candles or other flames are not permitted. Additionally, diffusers, incense and oils are not allowed. Exceptions may be approved by staff discretion with prior notification.

### STURGIS PUBLIC LIBRARY AVAILABLE MEETING ROOMS INCLUDE:

Community Room: A (West) + B (East) (seats up to 80 people; room can be divided for groups under 40 people. Refreshments are allowed). Users need to allow time to set-up the room, and to pick up and restore the room to arrival condition before leaving. Seating arrangements are the responsibility of the group using the room.

**ABSOLUTELY NOTHING MAY BE ATTACHED TO ANY OF THE WALLS INCLUDING THE ROOM DIVIDER WALL. THIS INCLUDES BUT IS NOT LIMITED TO THE USE OF TACKS, PINS, TAPE, ETC.**

Several organizations (with annual approval by the Sturgis Public Library Board of Trustees) have been authorized to use the meeting room after scheduled Library hours. Those organizations must ensure all individuals have exited the building and the doors are securely locked.

AV System: Users are asked to request access to the AV System when reserving the room and to become familiar with the operation procedures. Advance notice is required when staff assistance with the library sound system and visual equipment is requested. A deposit or Driver's License may be required to

check out the library's computers (not available for after hour use), cables, Barcos, microphones, or remotes. Please ensure that microphones and equipment are turned off after use.

Kitchen: The kitchen, which is not a certified commercial kitchen, is available for use after a waiver of responsibility is signed. Generally, kitchen use is limited to serving catered meals and providing beverages. Alcoholic beverages may be considered but must be approved by library supervisory staff prior to the room reservation. If a user is approved for preparing and serving food, an additional deposit of \$100.00 is required. Menus must be included with the reservation application for prior approval. Each group must provide all food, beverages, tablecloths, napkins, cups, utensils, etc., and is responsible for cleanup. Food and beverages are restricted to the meeting room only.

Main Floor Quiet Room: The "Quiet" Room is designed as a quiet area for patrons needing an area for fussy or over-stimulated individuals, nursing mothers, occasional cell phone conversations or online interviews. It is available upon request through a library staff employee.

Main Floor Study (seats 2-4). Priority of the Main Floor Study is for testing and staff proctoring. Students studying, personal computer usage or patrons needing to use their cell phones will be allowed use of this room if testing is not scheduled.

The Lushbough Room (2nd floor, seats 10). This room is available by registration at the circulation desk for small group meetings and for individuals needing a quiet space. Food and beverages are NOT allowed except with prior permission. Access to the unique collections in this room are permitted by request through library staff.

Outside Patio (2nd floor, seats 14, maximum capacity is 70). Advance reservation is required for use of the outside patio. Meetings and/or events will be held during regular Library hours. Meeting/events MUST be concluded no later than 15 minutes prior to Library closing so participants have exited the facility by closing time. Refreshments are allowed. Cleanup is the responsibility of the people using the patio. Upon request, a building staff member will provide access to awnings.

It is understood that the public will be welcomed at all meetings of non-profit organizations. In accordance with the Library Bill of Rights, a person's right to use a library should not be denied or abridged because of origin, age, background or views. Any group requesting to use the library must adhere to library policies. The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the groups' policies or beliefs.

Any behavior considered inappropriate in the library will not be tolerated. Group members are responsible for the supervision of their children while using the meeting rooms.

*Revised: 6/15/2020*

*Revised: 9/27/23*

## Community Room Agreement

**The Community Room may be available for meetings or exhibits as long as the space is not being utilized by the Library for any purpose.**

The following rules apply to those reserving and using the Community Room:

1. The Community Room has a capacity of 80 people. A room application form must be filled out and the use agreement signed and approved by the Library Director or their designee at least 2 days prior to use. The room may be used during library hours for a fee of \$50.00/hour for private use; local non-profit organizations or community groups may use the room at no charge. (You may be asked to provide a Federal Tax ID # or 501C3 to keep on file at the library.) Refunds, full or partial, for cancellations, will be given at the discretion of the Library Director. Set up and clean up time is included in the total hours billed for use of the room. Total payment is required with the signed agreement.
2. Groups may not reserve the meeting room more than twice a month and are limited to not more than 12 times per year. (Exceptions may be made in special circumstances).
3. Anyone reserving the meeting room must be at least 21 years of age.
4. All Tobacco products and vaping devices are prohibited on library premises.
5. Tacking, nailing or pinning objects to any surface in the building is prohibited. Decorations may not be hung from the ceiling. Use of sand, water, tape, candles or potentially destructive objects in the meeting room will not be permitted.
6. A \$100 security/cleaning deposit is required at the time of reserving the Community Room if the kitchen will be used or food or drink will be served. The deposit is refundable upon completion of the event, provided that the Community Room is left in its original condition. The person, organization, or entity reserving the room is responsible for all damages or cleaning costs arising from the use of the Community Room, and for the theft of any library property.
7. Those reserving the Community Room for food and drink may use the Community Room kitchen for food presentation (preparation approved in special circumstances), provided that the kitchen is left clean and in its original pre-use condition. Kitchen use is subject to the aforementioned cleaning deposit.
8. All organizations or groups desiring to use library equipment in the meeting room must request permission for use when applying for the meeting room. Any group using such equipment shall assume full responsibility for any damage to equipment while it is in their possession.
9. The library reserves the right to refuse future bookings to groups that consistently fail to appear at their scheduled time and meeting dates, and to any group that abuse the rules for use. Cancellation of meeting date must be done at least 24 hours in advance during normal library hours.

10. Library personnel will not accept telephone calls for persons in the meeting room, except in cases of emergency.

11. The library cannot provide personnel to assist in the preparation for, or presentation of any non-library program. Presenters or group leaders are encouraged to schedule a brief AV System training prior to the day of the event.

12. Activities in the Community Room must not interfere with library activities, and all audio, visual, multimedia, or other activities whatsoever must comply with this restriction. The librarian or the librarian's designee is the sole arbiter of acceptable and permissible levels and what constitutes a disruption to the Sturgis Public Library. Non-permissible disruptions shall be immediately terminated or subject to immediate termination of this agreement and forfeiture of all funds paid to reserve the facility. Individuals and groups are encouraged to consult with the librarian prior to use of the room if any question exists regarding permissible levels of sound or other disruption that may be created by the use of the Community Room. The Sturgis Public Library Board of Trustees reserves the right to refuse the use of the Community Rooms if cause or abuse of the privilege exists.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_