

ALCONA COUNTY LIBRARY OPERATING POLICY AND PROCEDURES

MEETING ROOM HARRISVILLE BRANCH

The meeting rooms at the Alcona County Library, Harrisville Headquarters Branch are available without charge to non-profit organizations for recreational, cultural and civic purposes. Rooms are not available for purely social occasions. Meeting rooms are not available on days or evenings when the library is closed. Friday & Saturday meetings must begin before the library closes.

The meeting rooms may not be scheduled for ongoing weekly programs except in unusual circumstances approved by the Director. Unusual circumstances may include but are not be limited to weekly programs for only a few weeks with a scheduled termination date.

Failure to follow Meeting Room Policy may result in loss of meeting room privileges.

The procedure for reinstatement of denied privileges will be by petitioning directly to the Library Board.

All groups using the room must be under adequate adult supervision for number of children in the group, with an adult in attendance at all times.

Groups wishing to use the room must fill out an application a minimum of two (2) weeks prior to use. Return of the signed application will designate approval for use of the room.

The program and meeting needs of the Library will take precedence over meeting room use requests made by other community groups.

The room must be vacated at least 15 minutes prior to closing of the building. In unusual circumstances an organization may be approved to use the meeting room when the Library is closed. Such usage must be approved by the Director. Failure to secure the building following room use after hours, will result in a \$25.00 fine for the first offense plus cost of damages. Second offense will result in loss of privileges to use the rooms.

No admission fee may be charged for meetings or exhibits. The Alcona County Library Board and their designee reserve the right to refuse usage to any group or expel an organization for misuse of the room or improper behavior.

Because the meeting area does not have counter space or running water, only light refreshments may be served. Meals may not be served. If a spill or breakage occurs, the library staff must be notified in person or letter as soon as possible.

ALCONA COUNTY LIBRARY OPERATING POLICY AND PROCEDURES

Meeting room set-up is the responsibility of the applicant. Room must be returned to its original condition after use. Items to be displayed shall not be taped or tacked to walls or moldings.

Groups must notify the library, as soon as possible, of any change in Responsible Party or change of the Contact Person, address, phone & fax number, or email address.

Groups using the room agree to indemnify and hold harmless the Alcona County Library, Alcona County or the City of Harrisville, its agents and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment.

The Library will not take responsibility for loss, fire, theft, or damage of the group's property.

Groups using the room are responsible for the condition of the room and careful use of any library equipment. Any debris must be picked up and disposed of properly. The group will be billed for any damage to the room or equipment as result of their use.

ALCONA COUNTY LIBRARY OPERATING POLICY AND PROCEDURES

By applying for use of the meeting room the sponsoring group acknowledges that its activity is not sponsored by the Alcona County Library, Alcona County, or the City of Harrisville and agrees that they will not identify the above organizations as parties associated in any way with their group's activities in any of their literature or publicity.

Upon adequate notice, the Library reserves the right to withdraw permission for the use of any meeting room. Library activities have priority over those of any other institution or organization.

By signing this form the applicant acknowledges that he/she had read the meeting room policy and agrees on behalf of the below named organization to conform to all rules, regulations and responsibilities as set forth in this application.

Meeting rooms are available as follows:

Meeting Room A -370sq.ft. Capacity.....	30
Meeting Room B -260 sq. ft. Capacity.....	<u>20</u>
Meeting Room C (combined A & B) Capacity.....	50

Groups using the meeting rooms are responsible for staying within the capacity of the room.

Name of Organization

Signature of Responsible Party

Date

Date form approved
April 4-23-2014
Reviewed 9-28-2016