

3012 Meeting Room Policy *(revised 11-18-2015; 4-27-2016, replaced June 2025)*

3012.1 Introduction and Purpose of Policy

The mission of the White Lake Community Library (“Library”) is to empower our community by providing experiences, opportunities and resources to inspire connection, exploration, and learning. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by this Meeting Room Policy (“Policy”). The restrictions of this Policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events.

3012.2 Application and Scheduling of Meeting Room

- A. General Use. Any person, group or organization may use the Meeting Rooms, pursuant to the requirements of this Policy (“Users”). The Meetings Rooms are available during regular Library hours, unless otherwise provided in this Policy. The Meeting Rooms may not be used for purely social events, such as parties, receptions, family reunions, showers, and similar functions.
- B. Specific Meeting Rooms. The following are a list of specific meeting rooms or meeting areas (“Meeting Rooms”). The regulations contained in this Policy apply to all Meeting Rooms, unless otherwise specified:

Room	Amenities	Minimum Number in Group	Maximum Capacity
Bette Carlson Community Room	<ul style="list-style-type: none">• ceiling-mounted projector and screen• whiteboard• tables and chairs• podium• wired & wireless microphones• Wi-Fi• a small kitchenette with refrigerator and microwave.	2	82
Julie and Pat Donahue Legacy Room	<ul style="list-style-type: none">• tables and chairs• Wi-Fi• Flat Screen smart TV	2	15
Study Rooms (2)	<ul style="list-style-type: none">• Desktop & chairs• Wi-Fi	1	3

- C. Scheduling.
1. Applications shall be accepted on a first-come-first-serve basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events or (c) uses governed by contract with the Library having first priority.

2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.
3. Reservations
 - a. For the Community Room the Application must be submitted using the Library's online reservation software available at wlclib.org. Reservations may be made up to three months in advance, subject to the usage limits described below. The application for reservation must be submitted at least 2 days before the requested date.
 - b. For the Julie and Pat Donahue Legacy Room ("Legacy Room"), and the Study Rooms, Users may use them on a first come first served basis if available, but reservations are recommended. Online reservations can be made at wlclib.org.
4. For assistance scheduling recurring meetings, please contact the library.
5. The Library is responsible for scheduling use of the Meeting Rooms.
6. Time Limit/Use Limits
 - a. For the Community Room, each non-Library sponsored or co-sponsored event shall be scheduled for a time any day in one-hour time blocks with a minimum of 2 hours per reservation. Users are limited to 12 days (96 hours) per calendar year. The Community Room may be used during regular library hours, or, for an additional fee, it may be used beginning as early as 7 a.m. or as late as one hour after closing. Please contact the library for assistance scheduling events outside of library hours. The Community Room is not available on days that the library is closed.
 - b. For the Legacy Room, each non-Library sponsored or co-sponsored event shall be scheduled for a time any day in 30-minute time blocks, and Users are limited to four hours per week. The Legacy Room is only available during regular Library hours.
 - c. For the Study Rooms, Users can schedule 30-minute time blocks, and Users are limited to 16 hours per week of reserved time. The Study Rooms are only available during regular Library hours.

D. Application Process for the Meeting Rooms.

1. Any person 18 years or older may fill out an application for the Community Room or Legacy Room. To reserve a Study Room, any person age 10 or older may apply. The application is found online.
2. The Library will contact you with confirmation that your Reservation is accepted. Do not assume that your Reservation is complete upon submission of the

application. If a reservation is denied, a User has the right to appeal that decision to the Library Board pursuant to Section V.F.

3. The fee, if any, will be due upon confirmation of the Community Room Reservation.
4. If you need to cancel the Reservation, you must provide the Library 24 hours' notice. Failure to meet that deadline may result in denials of future applications and/or a no-show fee.
5. At the time of application for the Community Room or Legacy Room, the Applicant must agree to Waiver of Liability prepared by the Library and part of the online registration process.
6. At the time of the Application, the Applicant must identify the room configuration requested.
7. No User may assign or transfer the use of the meeting room to another User.

E. Fees

1. *Non-Profit Organizations.* Any Non-Profit Organization (non-profit corporation, government entity, or other organization that has the primary purpose of supporting the cultural, educational, and informational needs and interests of the community) may use the Meeting Rooms for no charge.
2. *All Other Organizations.* Any User that does not meet the definition of Non-Profit Organization may use the Community Room for a fee as follows:
 - a. **During Business Hours.** The User will be charged \$20.00 per hour.
 - b. **Before or After Business Hours:** The User will be charged \$50.00 per day.Any User may use the Legacy Room and Study Rooms for no charge.
3. *Clean Up and Damage Fee.* A fee of \$25.00 per hour for cleanup will be charged if the Meeting Room is not cleaned up as required by this Policy. Users shall pay for any actual damage to the Meeting Rooms.
4. *No Show Charge.* The No Show Charge shall be \$25.00

3012.3 General Guidelines Affecting all Library Meeting Rooms

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Meeting Rooms.
- B. Use by Persons Under the Age of 18. Users of the Community Room and Legacy Room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being

financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one (1) adult supervisor for every 25 minors. For the Study Rooms, Users must be at least 10 years old.

- C. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, alcohol and the illicit use of controlled substances in the Meeting Rooms or anywhere in the library. Vaping is also not allowed in the library.
- D. Food and Beverages. Users of the Meeting Rooms except the study rooms may serve light refreshments. It is the responsibility of the User to observe all health codes when serving light refreshments. Users may not use sterno or flames to heat food. Users should be aware that there is a kitchen, microwave, and sink available in the Community Room. The Legacy Room does not have a kitchen or sink. Covered drinks (but no food) are allowed in the study rooms.
- E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Meeting Rooms.
- F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.

Equipment includes, but is not limited to, a ceiling-mounted projector and screen, microphones, a podium, and a kitchenette.

Any adjustments to equipment in the Meeting Rooms should be made only by Library staff. Lighting fixtures in the Meeting Room are not to be adjusted at any time.

- G. Set Up & Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the room in the future and an hourly cleaning rate of \$25.00 per hour with a \$25.00 minimum fee. Users must include time to clean up and set up within the scheduled time and must end meetings at least 15 minutes before the Library closing time, unless otherwise agreed to by the Library upon payment of an additional fee. Users must inform the Library of any damage at the time such damages is discovered.
- H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements identified in Section II. B above.
- J. No Raffles, Sales, or Contribution Requests. Users shall not sell tickets, raffles, goods or services or solicit contributions from persons located anywhere in the Library or on Library property. If required for the purpose of the meeting, a fee for supplies used in

conjunction with a specific use may be charged. Voluntary donations may be solicited, but those choosing not to donate shall not be denied admission or participation in the meeting or event.

- K. Private Literature. Users shall not distribute personal or group literature, brochures, and other materials to Library patrons outside of the Meeting Rooms. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
- L. Use of Walls, Curtains and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, doors, curtains, windows or other surfaces unless approved by the Library. At no time shall any materials or other documents be displayed in the windows. If such approval is granted, any such material must be removed at the close of the scheduled time.
- M. Open and Accessible Use. All activities must be accessible to people with disabilities in accordance with the Americans with Disabilities Act (at the cost of the User) and must be free of any required admission fees or charges.

3012.4 Library Disclaimer

- A. No Endorsement. Use of the Meeting Rooms does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Meeting Rooms must state that "The White Lake Community Library does not sponsor or endorse this event."
- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Meeting Room or move the meeting to a different Meeting Room, for any reason, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Meeting Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.
- C. Hold Harmless. The White Lake Community Library is released and held harmless from any and all claims for personal injury or property damage.

3012.5 Violation and Appeal Section

The Library Director or the Director's designee may restrict access to Library facilities, including the Library Program Rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:
 1. *Initial Violation:* Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
 1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.
 2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Policy before

their privileges may be reinstated. The Library reserves the right to reinstate with reasonable conditions.

E. Damages: If the User violates the policy by causing damage to Library property, the User shall be assessed the actual costs.

F. Right of Appeal:

Users may appeal the Library's decision (1) to deny the application or (2) to limit or revoke privileges by sending notice in writing to the Library Director within 10 business days of the date of that decision letter stating why Library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 10 business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.