

# Policy Manual

## BUILDING

### B4: Meeting Room Rental and Use

#### **A. Purpose:**

Meeting rooms in the Library provide an opportunity for bringing together the resources of the Library and the activities of the community for educational, cultural, civic, intellectual, and charitable purposes.

The primary purpose of the meeting rooms is for Library activities, including programs presented by Library staff or by Friends of Novi Public Library, Novi Historical Commission and other organizations affiliated with the Library. The public may rent the rooms when not needed for Library programming.

The meeting rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting use of the rooms. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library staff, Library Board of Trustees or the City of Novi.

Fees for use of the rooms will be charged to all groups other than program partners of the Library. A chart of the fees is available upon request.

Group study rooms of various sizes, accommodating from one to six people, are available at no cost. These rooms may not be reserved and are used on a first-come, first-served basis. In addition, there is a quiet study room available. To ensure a quiet environment, the quiet study room door will remain closed and cell phone use is not permitted.

All meetings and programs held during Library business hours are open to the public. Groups who are not subject to the Michigan Open Meetings Act and who rent the meeting rooms after Library business hours may close their functions to the public. All groups using the rooms shall keep noise to a minimum so as not to disturb others in the Library.

The Administration or Management has the authority to deny use of the meeting rooms to any group that creates an atmosphere of conflict or disorder leading to disturbances of any kind, or that interferes with the health, safety and welfare of persons in the area.

Groups shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of groups from the meeting rooms and Library. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws. Meeting room fees will not be refunded.

**B. General Regulations and Guidelines:**

1. The Administration or Management authorizes the use of the rooms and maintains the schedule. For information and reservations, contact the Library Administration at 248-869-7204, Monday – Friday, 10:00am – 5:00pm.
2. Library programs and Library-related services, meetings and events have first priority for scheduling use of the facilities. Other applications will be considered on a first-come, first-served basis. Meeting room programs must not interfere with Library operations.
3. The Library is not liable for injuries to people or damage to renter's property, individuals or organizations using the meeting rooms.
4. In accordance with Fire Marshal regulations, maximum attendance is posted for each room. Groups violating the maximum room load will be asked to leave.

Full Meeting Room (105)	200 people
West Meeting Room (105A)	120 people
East Meeting Room (105B)	80 people
Youth Activity Room (138A)	36 people
Second Floor Board Room (202)	20 people
Second Floor Meeting room (237)	10 people
Outdoor Patio	200 people
Computer Lab	24 people

5. Meeting rooms are available during the following Library business hours:

Monday – Thursday	10:00am – 8:45pm
Friday – Saturday	10:00am – 5:45pm
Sunday	12:00pm – 5:45pm

The lobby is open to patrons ten (10) minutes prior to service hours to allow for weather conditions, restroom use, and to avoid patron congestion.

Advance requests for meeting room reservations outside of Library business hours may be accommodated at an additional cost.

6. The meeting room application/contract must be completed and approved before a room reservation will be deemed final. Administration will confirm if/when approval is made. Payment for use of the rooms must be received within two business days of application approval. Room set-ups and equipment requests must be included with the meeting room application/contract and received by the Library at least one (1) week prior

to the meeting. For last minute requests, payment can be approved by Management. Payment is due upon request.

7. Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including clean-up, must end before the Library's closing time. The group will also be charged for any needed repairs or cleaning.
8. If a meeting is cancelled by the group requesting the room, all fees are non-refundable. The Library may cancel any meeting room reservation and the fees will be refunded.
9. The contract must be signed by an adult, age 18 or older, who becomes the responsible party. Youth groups are required to have adult supervision.
10. Reservations for meetings will be accepted up to two months in advance of the meeting date. Reservations for on-going (weekly/monthly) meetings outside of Library business hours with a minimum of four meetings scheduled will be accepted up to four months in advance of the first meeting date. The Library reserves the right to limit the frequency of use of its meeting rooms, to cancel reservations and to review any or all applications before granting approval.
11. Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is prohibited but may be permitted at the discretion of Administration if it is reasonably related to the Library's purpose (e.g., author sales of signed books).
12. Political organizations may use the meeting rooms provided meetings do not include fundraising. These may include business meetings, issue discussions and candidate forums.
13. Do not move tables and/or equipment. All set-ups must be performed by Library personnel. Furniture will not be allowed to be brought in by renters.
14. Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room without the permission of the Library administration. Do not affix or adhere anything to walls, ceilings or light fixtures. Decorations must remain at least 1' below light fixtures.
15. Food and beverages must be contained within the meeting rooms. The delivery of commercially prepared food such as pizza, sandwiches, salads, pasta and the like is permitted.  
No open flame such as sternos (canned heat for chafing dishes) or candles are allowed.
16. Waste should be placed in the proper receptacles.
17. Catering options are available separately through the current vendor of the Read-A-Latte Café that is located within the Library.

18. The Library cannot supply any storage space. Groups using a meeting room shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.
19. Groups are responsible for any and all damage caused by meeting attendees or others associated with the meeting. A fee will be assessed to cover the cost of any damages. The Library reserves the right to deny use or access to any group that has violated this Policy.
20. Equipment is available for rent in the meeting rooms but must be requested at the time of application. The rental charges will be set by Administration from time to time and the list of rental fees is available upon request.

**C. Publicity:**

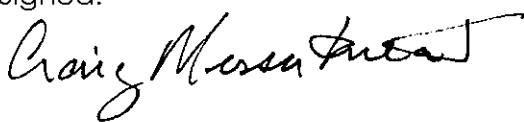
1. The name, address or phone number of Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
2. The use of the meeting room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
3. The person signing the meeting room contract is the contact person for the group and becomes responsible for answering questions from the public. The Library will not assume this responsibility.
4. Notice of meetings will be posted by the Library.

**D. Payment of Fees:**

1. Payment is to be made within two business days after being contacted by Administration of approval of the application.
2. Payment may be made by cash, credit card (Visa or MasterCard) or check made payable to Novi Public Library. For information and reservations and to make payments, contact the Administration at 248-869-7204, Monday – Friday, 10:00am – 5:00pm.
3. For last minute requests, payment can be approved by Management. Payment is due upon request.
4. Rental fees are set by the Administration and the standard schedule of rental fees is available upon request. The standard rental rates are set in one hour increments. In addition, there is a premium charge for each 15 minute period (or any part thereof) for a meeting that goes past its scheduled ending time. Rates vary for residents and nonresidents. Rates will be higher at times that the Library is not open to the public.

Approved: April 15, 2009; Amended: May 1, 2010; July 17, 2013; June 22, 2017

Signed:



Craig Messerknecht  
President  
Novi Public Library Board of Trustees