



Community Meeting Room Use Policy

The Library maintains a meeting room as part of its community service program. This policy defines use of the meeting room for non-library purposes.

1. This policy is subject to change at any time.
2. The meeting rooms in the Graubner Library are available without charge to non-profit organizations for recreational, cultural and civic purposes. Rooms are not available for religious services, partisan political rallies, or for purely social occasions. The meeting rooms are only available to non-commercial, non-profit groups in Romeo, Washington and Bruce. The meeting rooms cannot be used for the sale, promotion, endorsement or advertisement of a commercial product or service.
3. All groups using the rooms must be under adequate adult supervision, with an adult in attendance at all times. The supervising adult must accept responsibility for the repair/replacement of any damaged facilities or equipment. In addition the responsible party must make program attendees aware of the library's policy and its regulations. Groups using the room are responsible for the condition of the room. They will be billed for any damage to the room as result of their use.
4. Groups wishing to use the room must fill out an application at least 48 hours prior to use. Return of the signed application will convey approval for use of the room. Applicants must be age 18 or older and have a valid Romeo District Library card. The library will share the name and telephone number of the applicant if there are any inquiries from the general public about the meeting or organization.
5. No more than one meeting is allowed per month per group. Meeting room requests can be submitted no more than six months in advance. Applications are approved on a first come, first served basis within five working days of receipt of the completed application
6. Authorization to use the community meeting room is not transferable to another organization. The person authorized by the group to assume responsibility on its behalf and sign the application form must be a resident of Bruce, Washington or Romeo.
7. Cancellations without 24-hour notice or failure to show for a reserved room may result in a \$25 booking and setup fee as well as suspension of meeting privileges.
8. All use of the meeting rooms shall not interfere with or interrupt the regular operation of the library and shall be in accordance with all local ordinances, state and federal laws. A meeting room shall only be scheduled for use during regular



library hours and must include the total time involved (from setup to vacate). Meeting rooms must be vacated at least 15 minutes before the close of regular library hours. Any exception must be requested in writing and approved in advance by the Library Director. If a meeting runs late, a \$25 fee may be assessed for every 15 minutes beyond the vacate deadline and the group's meeting privileges may be suspended.

9. No admission fee is to be charged for meetings or exhibits. A non-profit fee to cover cost of light refreshments, expenses for a speaker, film rentals, etc. may be charged with approval by the Library.
10. Refreshments may be served upon approval of the Library Director and must be confined to the room. The group must provide its own utensils for serving and preparation and the areas must be completely cleaned and restored to pre-use state. If special cleaning or re-arranging of the facility for any reason is needed, the responsible party indicated on the meeting room application may be charged a minimum of \$50. Smoking and alcoholic beverages are prohibited.
11. The group is responsible for provision of all needed equipment. Equipment, supplies or personal belongings of a group may not be stored or left in the library. The library is not responsible for lost or stolen items.
12. Meeting room set-up may be the responsibility of the applicant. The library will try to accommodate general set-up requests as possible. Items to be displayed shall not be taped or tacked to walls or moldings.
13. The library assumes no responsibility for any materials on display. The sponsoring group is responsible for supervision and security. The group must also assume responsibility for any necessary insurance for loss, fire and damage.
14. Groups using the room agree to indemnify and hold harmless the Romeo District Library, 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.
15. By applying for use of the meeting room the sponsoring group acknowledges that its activity is not sponsored by the Romeo District Library and agrees that they will not identify the above organization as associated in any way with their group's activities in any of their literature or publicity. Any literature regarding meetings held at the library must contain the following statement: "This program is neither sponsored nor endorsed by the Romeo District Library." Any exception must be requested in writing and be approved in advance by the Library Director.



16. A group shall not use the library's name for any purpose other than to indicate the location of the meeting. The name, address or telephone of the RDL shall not be used as the address, information contact source or headquarters for any group using the library for meeting purposes, the only exception being the Friends of the Library.
17. 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.
18. All users of library facilities agree to comply with all applicable laws and local ordinances. Organizations must comply with applicable Americans with Disabilities Act (ADA) requirements when using library meeting room facilities, and are responsible for providing and if necessary paying for, qualified interpreters or auxiliary aids, upon request to individuals who require certain accommodations that would enable them to observe and/or participate in the meeting. Any person who will require such an accommodation is requested to notify both the organization and the library during regular business hours at least seven working days prior to the event.
19. Guns, weapons or guard dogs are not allowed in the library or on library property without advance written permission from the library director or library branch manager. Governmental law enforcement officers are exempt; private security guards are not exempt.
20. Meeting room capacity is indicated on the application form. The supervising or responsible adult shall comply with capacity limits and/or local fire department occupancy regulations.
21. No tipping or other payment or compensation to library personnel is permitted.

Revised: March 2010

Fundraising and Sales Policy

Romeo District Library Staff cannot sell tickets or merchandise at the Library, with one exception: items for the Friends of the Romeo District Library, as stated in item (2) below.

1. The Friends of the Romeo District Library may sell used books and tickets to their events on Library property, and Library staff can sell event tickets, because the organization's sole function is the support of Romeo District Library.



2. Authors and performers under contract with the Romeo District Library may, with the Director's written permission, sell their own books and musical recordings at the Library immediately before and after performances.
3. Only Library-sponsored or co-sponsored meetings or programs may involve the sale of items, fund raising activities or solicitation of donations. The Library Director's written approval is required in advance of these activities.

Use of Space Policy

Public libraries are often supported by groups whose dedicated purpose is to aid and benefit a local public library. These groups are a valuable asset and support to the library community. It is the policy of the Board of the RDL to recognize such groups as are committed to assisting the RDL

The Friends of the Romeo District Library is a non-profit group whose mission is to assist RDL projects and programs. The Friends' primary fund-raising activities are book sales and basket auctions. Both activities have taken place in RDL facilities.

The Friends contribute amounts in excess of \$5,000.00 annually to the RDL. In exchange for that financial support, RDL grants to the Friends of the Romeo District Library the use of certain library space with the following conditions:

1. Space granted for Friends use will be designated by the RDL and is subject to change based upon Library needs. Access to space is limited to representatives of the Friends and their invitees. The Friends may not delegate or assign their use of space to any other persons or organizations.
2. RDL librarians may choose from donated materials items they wish to add to RDL's circulating collection; all other donations are the property of the Friends.
3. The Friends must properly dispose of all donated materials they do not sell; disposal will not be handled by RDL staff.
4. Subject to library needs, the RDL will provide space in both buildings for ongoing book sales, with securely locked cash boxes; Friends are responsible for emptying the cash and stocking the shelves.
5. RDL will reserve the Graubner Lobby twice a year, at mutually agreeable times, generally during the months of October and March, for basket auctions.



6. The Friends will use their tables and will adhere to agreed-upon guidelines regarding the number of baskets, the start and end dates of the auction, and notification of winners.

Approved at the December 14, 2011 regular board meeting

XV. Group Study and Tutorial Rooms

The Library maintains two group study rooms and one tutorial room at the Kezar Branch, as part of its community service program.

The group study rooms are intended for groups not to exceed six people while the tutorial room is intended for a maximum of two people.

The group study and tutorial rooms are available without charge. Groups and individuals living in the Village of Romeo or Washington or Bruce Township with a valid Library card may request the rooms for non-profit activities only. The rooms may be reserved up to one month in advance and one reservation per week per group or individual is permitted.

If someone reserves a room and doesn't show up after 15 minutes the room can be used by someone else, and if there are no reservations the room can be used.

Groups or individuals requesting to reserve the room may do so in person or by telephone at the Kezar Branch during hours of operation. Staff will hold a piece of identification when the room is signed-out.

Users are responsible for the condition of the rooms upon departure.

Approved at the December 14, 2011 regular board meeting.

Reviewed by RDL Trustees at the June 8, 2016 regular board meeting.