

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. The meeting room in the Graubner Library are available without charge to nonprofit organizations for recreational, cultural, and civic purposes. The meeting rooms are only available to non-commercial, nonprofit groups in Romeo, Washington, and Bruce. The meetings rooms cannot be used for sale, promotion, endorsement, or advertisement of a commercial product or service.
2. Groups using the room are responsible for the condition of the room. They will be billed for any damage to the room that was a result of their use. 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.
3. 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.
4. No more than one meeting is allowed per month per group. Meeting room requests can be submitted no more than six (6) months in advance. Applications are approved on a first come, first served basis within five working days of receipt of the completed application.
5. Authorization to use the community meeting room is not transferable to another organization.
6. Cancellations without a 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.
7. 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 law. Activities in the meetings rooms shall be contained to the assigned rooms.
8. 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.
9. 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.

10. No admission fee may be charged for meetings and exhibits. A nonprofit fee to cover cost of light refreshments, expenses for speaker, film rentals, etc. may be charged with advanced approval by the Library.
11. Refreshments may be served upon advanced 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 returned 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.
12. The group is responsible for provision of all needed equipment. Equipment, supplies, or personal belonging of a group may not be stored or left at the Library. The Library is not responsible for lost or stolen items.
13. 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 the walls or moldings. The group must also assume responsibility for any necessary insurance for loss, fire, or 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 the 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 RDL as associated in any way with their group's activities in any of their literature or publicity. Any literature regarding the meeting held at the Library must contain the following statement, *"This program is neither sponsored nor endorsed by the Romeo District Library."*
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 RDL shall not be used as the address or contact information for any group using the Library for meeting purposes, the only exception being the Friends of the Library.



17. All users of Library facilities agree to comply with all applicable laws and local ordinances. Organizations must comply with the applicable Americans with Disabilities Act (ADA) requirements when using the Library meeting room facilities. Any person who will require ADA accommodations is requested to notify both the organization and the Library during regular business hours at least seven (7) working days prior to the event.
18. Groups or organizations that use the Library meeting room are expected to follow the Library's Rules of Conduct.
19. Meeting room capacity is indicated on the application form. The supervising responsible adult shall comply with capacity limits and/or local fire department occupancy regulations.
20. No tipping or other payment or compensation to Library personnel is permitted.

Revised: March 2010, February 2019, July 2026