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I. General Meeting Room Information

A. General Information

- The Library has one large meeting room space, two smaller conference rooms, and three study rooms for use by the general public. Please see www.charlevoixlibrary.org for a full description of all rooms, layouts and amenities.
- Groups using any meeting room space in the library must abide by the library's non-discrimination policy and meet *American's with Disabilities Act* requirements.
- The library reserves the right to make available the name and phone number of the person or group making a reservation to anyone inquiring about the event.
- Meetings may be scheduled no more than six months in advance.
- No one group or individual shall reserve a meeting room for more than three consecutive days without prior consent from the library director or meeting room coordinator.
- Groups may request meeting facilities for multiple meetings or for a series of meetings. However, the library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms. If a recurring reservation is not used two times consecutively, all remaining reservations will be canceled and the group will be so notified and charged accordingly.
- Library sponsored activities have priority and a group may be required to reschedule a meeting if it is in the library's best interest. The library will do its utmost not to interfere with scheduled meetings and adequate advance notice will be given.
- Allowing the use of meeting rooms does not connote sponsorship of the event or the organization by the Charlevoix Public Library, nor does it connote an endorsement of any group's policies or beliefs. Neither the name nor the address of the Charlevoix Public Library may be used as the official address or headquarters of any organization. Publication of misleading notices and advertisements will be considered a violation of these rules.
- The library board of trustees reserves final authority to approve or deny applications for use of the meeting rooms.
- Persons, organizations, groups, or businesses using the community room agree to hold the Charlevoix Public Library harmless from any injury, loss, damage, liability, costs, or expense that may arise during, or be caused by, use of the library facilities or grounds.
- Exceptions to this policy can be granted at the discretion of the director.

B. Safety & Property Damage

- Groups are responsible for maintaining order and are liable for any damage to library property.
- All library policies must be adhered to including, but not limited to, the Library Code of Conduct, (see www.charlevoixlibrary.org).
- Open flames and incense are prohibited throughout the library, with the exception of caterers sterno or other food warming methods
- Alcoholic beverages are prohibited in the library or on library grounds.
- Parents must supervise juvenile groups, with a ratio of no less than one parent per 10 children.

C. Cancellation Policy

- Cancellation and any changes in times or services needed for the Community Meeting Rooms must be made via letter, email, or phone, at least 72 hours prior to the scheduled meeting date or the group may be subject to an additional fee of \$75.00. Not showing up for a scheduled meeting, with no prior notification, may subject the group to an additional fee of \$100.00.

- In the event of inclement weather, utility outage, or other emergency, the library director may cancel scheduled meetings. If cancellation becomes necessary, the library need only notify the person who made the application. In the event of such a cancellation, the library shall have no liability for any loss or expense if the applicant chooses not to reschedule.

D. No-Show Policy

- If an individual or group does not arrive for their meeting room reservation within 30 minutes of the scheduled setup start time, they will be considered a no-show. A \$100 no-show fee may be applied, in addition to any applicable room or service charges.

II. Fee Schedule & Definitions

A. Brief Fee Schedule:

Fee Based Group:	\$25.00 per hour any time
Non Fee Group:	Free during library hours and \$25.00 per hour when library closed
Set-up & Takedown Fee:	\$50.00 (Must be pre-arranged & pre-paid)
Clean-up Fee:	\$50.00 (If room not cleaned to the satisfaction of the staff)
No-show Fee:	\$100.00
Late cancellation/change Fee:	\$75.00
Performance Stage set-up:	\$25.00

B. Payment

- Payment can be made via credit card, cash, or check. Checks shall be made payable to the Charlevoix Public Library.
- Payment shall be made at least 72 hours before the start time of the event. Reservations that are not paid at least 72 hours in advance will be canceled.
- If a Clean-up, Late Cancellation, or No-Show fee is not paid within 30 days of billing, the group will forfeit their future use of the library meeting rooms and could be referred to a collection agency.

C. Fee Based Group Definition

- A *Fee Based Group* is defined as a group whose business purpose or whose meeting's purpose is to sell products or services for enterprise **or** if the meeting requires a fee to attend. Also included are any group hosting a private function.
- A *Fee Based Group* using Community Meeting Room A, or Community Meeting Room B shall be charged \$25 per hour. If both sides, A and B, of the Community Meeting Room are reserved, the charge is \$50 per hour.

D. Not-For Profit Definition

- A *Not-for-profit Group* will be defined as a group that does not meet the definition of *Fee Based Group* (A *Not-for-profit Group* will have use of all meeting room space at no charge during regular library hours unless the *Not-For-Profit Group* is hosting a meeting that requires a fee to attend. If this is the case, the *Not-For-Profit Group* is subject to the same fees as a *Fee Based Group* as defined above.
- *Not-for-profit Groups* using the Community Meeting Room at times when the library is closed will be charged \$25 per hour.

III. Community Meeting Room Use

A. General Information

- The Charlevoix Public Library community room is available for use by community groups and organizations. It has a lectern, audiovisual equipment, tables and chairs, performance stage, piano, sound system, kitchen, and facilities for exhibiting artwork.
- Groups wishing to use the community meeting room must submit a reservation request at least three days in advance of the desired date. The person making the reservation request must be at least eighteen years of age. Application forms are available at the library circulation desk or on the library web site.
- The meeting room will be reviewed after group use. The group will be billed for the cost of cleaning, repair, or staff time if the room is not cleaned to the satisfaction of the library staff, if there is damage, or if the tables and chairs are not folded, stacked, and put away as required.

B. Capacity

- The maximum Community Room A/B capacity is 250 people standing, 150 people auditorium style, or 80 people with tables. It can be divided into two, equal-sized, smaller spaces, Community Meeting Room A and Community Meeting Room B.

C. Equipment Available

- An up-to-date list of available equipment and technology can be found on the library's reservation software located on our website.
- If technology/AV equipment will be used, please notify the library at least three days in advance of the event in order for staff to arrange assistance; if not, the library reserves the right to deny use
- White-boards and tack boards are available for display during meetings. No other surfaces may be used to affix materials. Any such material must be removed at the close of the event. Tacking or writing on inappropriate surfaces is deemed a violation of this policy.
- The performance stage may be requested to use for a \$25 flat fee for set-up and tear-down.

D. Kitchen Use

- The kitchen is for serving beverages, light refreshments, and meals which are catered, or prepared elsewhere. Catering supplies and equipment must be stored in the kitchen at all times. The kitchen must be cleaned thoroughly after use and trash must be removed. No food or beverages shall be left behind.
- To ensure that your group is not sharing the kitchen with another group, you must reserve both Community Rooms A and B.

E. Set-Up, Takedown & Clean-Up

- Please remember to reserve enough time before and after your event for set up and teardown. Additional time cannot be guaranteed unless it is arranged in advance, as our staff needs adequate notice and the room may be booked for other events before or after yours.
- Room set-up and takedown can be completed by library staff for a fee of \$50 and must be requested in a timely manner. Otherwise, room set-up and takedown is the responsibility of the sponsoring organization. Community Meeting rooms must be returned to their original configuration at the conclusion of each meeting. Groups are always responsible for cleaning the tables, kitchen, and chairs. Further, all trash must be removed by the using group and clean up must be completed within the scheduled time period.
- If the room is not cleaned to satisfaction of library staff, a \$50 fee will be billed after the meeting.

IV. Conference Rooms

A. General Conference Room Information

- The Charlevoix Public Library provides two conference rooms which are available for use during library hours and can be reserved as far as six months in advance or up to the day of usage.
- Rooms must be returned to their original state and cleaned up if necessary.
- No fees are charged for use of library conference rooms but if needed, a cleaning fee of \$50 may be imposed.

B. Trustees Conference Room

- The Trustees Conference room can seat up to 12 people.
- An up-to-date list of equipment and technology available for use in the Trustees Conference Room can be found on the library's reservation software found on our website.
- Assistance with AV equipment in the Trustees Conference Room is available Monday-Friday from 10:00am-5:00pm.

C. Armstrong Conference Room

- The Armstrong Conference Room can seat up to 10 people.
- An up-to-date list of equipment and technology available for use in the Armstrong Conference Room can be found on the library's reservation software found on our website.
- Assistance with AV equipment in the Armstrong Conference Room is available Monday-Friday from 10:00am-5:00pm.

V. Group Study Rooms

- There are three group study rooms available during regular library hours. These rooms may be used on a first come/first served basis. During June, July and August, there will be a two-hour per day limit on the use of these rooms, unless pre-approved by the librarian. All policies stated above in the general guidelines must be adhered to.

VI. Violation of Policy this policy may result in denial of the applicant's future use of the room

VII. Policy & Fee Schedule Agreement

I have read and understand the Charlevoix Public Library's Meeting Room Policy and agree to abide by said policy. I understand I may be subject to fees as stipulated in the *Fee Schedule and Definitions* above.

Print Name

Date:

Signature