



Petoskey
DISTRICT LIBRARY

Meeting Room Policy – Main Library

Approved: February 26, 2015

General Meeting Room Principles:

- The Library meeting rooms exist for use by community organizations that serve the greater Petoskey community, for the library and its programs, and for other meetings that are open to the public. They may be used by for-profit organizations or private parties for a fee.
- The Library has a classroom (capacity of 18) and two conference rooms (capacity of 10 and 8), as well as the outdoor Labyrinth.
- 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.
- 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.
- 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.
- There are white-boards and tack boards 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.
- Allowing the use of meeting rooms does not connote sponsorship of the event or the organization by the Petoskey District Library, nor does it connote an endorsement of any group's policies or beliefs.
- Neither the name nor the address of the Petoskey District 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.
- 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.
- The library director reserves final authority to approve or deny applications for use of the meeting rooms. Exceptions to the rules may be granted by the director or his/her designee.
- Persons, organizations, groups, or businesses using the community room agree to hold the Petoskey District 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



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Main Library Meeting Room Guidelines:

- The Library has first priority for meeting room use and is exempt from any restrictions.
- Meeting rooms are only available during the Library's open hours.
- Non-profit organizations and groups may use the meeting rooms at no charge.
- For-profit concerns will pay the Library a fee of \$50.00 for any time the meeting space is used.
- For-profit concerns include meetings where: a fee is charged, sales are procured; the intent of the meeting is a private party; legal proceedings take place.
- Tutors utilizing the library for a safe, central location to meet students will not be charged a fee and are asked to use the meeting room space in a walk in basis.
- Rooms not reserved are available to walk-in individuals and groups as space permits. As stated above, for-profit walk-ins will be charged the \$50.00 fee.
- Room users are responsible for the condition of the room, including equipment and furnishings, following the meeting. Users must clean the room, put away the furniture and discard all trash.
- The Community Labyrinth is open to users with a not for profit cause on a year-round basis at no charge. It may be used by groups with for-profit concerns for \$25.
- The Library reserves the right to restrict use by those who do not abide by these conditions.