

Community Room Policy

I. Introduction and Purpose of Policy

The mission of the Dorr Township Library (“Library”) is to provide quality Library services that support the cultural, educational, and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by this Community Room Policy (“Policy”). The restrictions of this Policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events.

II. Application and Scheduling of Community Room

- A. General Use. If no Library event or program is scheduled, any person, group or organization may use the Community Room, pursuant to the requirements of this Policy (“Users”). The Community Room is available during regular Library hours and available after-hours pursuant to the after-hours policy provisions below.
- B. Community Room. This policy applies to the Community Room. The capacity of the Community Room is fifty (50) people.
- C. Scheduling.
 1. Applications shall be accepted on a first-come, first-served basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events or (c) uses governed by contract with the Library having first priority. The next priority shall be given to applications that support the cultural, educational, and informational needs and interests of the community. If no events of these types are tentatively or officially scheduled, the Community Room may also be used for purely social events.
 2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.
 3. Non-Library sponsored or co-sponsored meetings and events will not be scheduled in the Community Room more than two months in advance. The Library will not accept reservations until the Library programming has been completed. The Library will accept same day reservations upon approval of Library staff.

4. The Library is responsible for scheduling use of the Community Room. The program and meeting schedule will be posted and updated regularly.
5. Each Non-Library sponsored, or co-sponsored event shall be scheduled for a time any day not to begin before 7:00 AM or to conclude after 10:00 PM.
6. No User may use the Community Room more than five (5) times per month.

D. Application Process.

1. Any person 18 years or older may fill out an application for the Community Room. Applications should be emailed to dorrlibrary.mi@gmail.com or mailed or delivered in person to 1804 Sunset Dr., Dorr, MI 49323.
2. An applicant may tentatively reserve the Community Room by calling (616) 681-9678 and speaking to staff/leaving a voicemail. However, the reservation will not be considered official until the form is signed and returned and applicable fees and deposits paid.
3. Persons applying for use of the Community Room outside of regular Library hours must indicate this at the time of application, pick up the Library key during regular Library hours, and pay a deposit of \$10.00, refundable upon return of the key within 24 hours (not counting Sunday) of the end of the event.
4. Persons applying for ongoing use of the Community Room (*i.e.*, on behalf of groups with regular meeting schedules) must follow the application procedure to secure the first meeting. Thereafter, payment for subsequent meetings will be due at the beginnings of those meetings.
5. Persons, groups, or organizations unduly burdened by the \$25.00 room fee and/or the refundable deposits may petition the Board for a reduction of fees at the next scheduled Board meeting. Special consideration will be given to Applicants whose planned use of the Community Room will benefit the community. The Applicant must receive the Board's decision prior to finalizing the Application and confirming the scheduled use. Certain groups regularly using the Community Room prior to this revision of Policy will be allowed to continue paying \$5.00 per use.
6. If you need to cancel the Reservation, you must provide the Library a minimum of twenty-four (24) hours notice in order to receive a full refund of the \$25.00 room fee.

7. The application contains a statement waiving the Library's liability for all loss and damages. Thus, the Applicant's signature acts as an acknowledgment of this Waiver of Liability.

III. General Guidelines Affecting all Library Community Room

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Community Room.
- B. Use by Persons Under the Age of 18. Users of the Community Room under the age of 18 must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will oversee the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time.
- C. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, alcohol and the illicit use of controlled substances in the Community Room.
- D. Food and Beverages. Users of the Community Room may serve light refreshments. It is the responsibility of the User to observe all health codes when serving light refreshments. Users may not use sterno or flames to heat food.
- E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Community Room.
- F. Equipment Requests. Tables and chairs are available for use in the Community Room. Requests for use of audio or visual equipment, additional tables and chairs, and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.
- G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the Community Room in the future as well as forfeiting the \$25.00 cleaning deposit. Staff hours beyond the first hour required for cleaning the room will result in a cleaning charge of \$25.00 per hour. Users must include time to clean up and set up within the scheduled time and must end meetings at least 30 minutes before the Library closing time, unless arrangements have been made for use outside of Library hours.

- H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements identified in Section II. B above.
- J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.
- K. Private Literature. Users shall not distribute personal or group literature, brochures, and other materials to Library patrons outside of the Community Room. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
- L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors, or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.
- M. Open and Accessible Use. All activities in the Community Room must be free of admission fees or other charges.
- N. Room Access. Users should allow adequate time to set up before and clean up after the event in their scheduled time.

IV. Fees

- A. Clean Up and Damage Fee. In addition to forfeiting the \$25.00 cleaning deposit, a fee of \$25.00 per hour for cleanup will be charged for any additional time required for cleaning beyond the first hour if the Community Room is not cleaned up as required by this Policy. Users shall pay for any actual damage to the Community Room.
- B. Key Deposit. Any failure to return the Library key during regular Library hours and within 24 hours (not counting Sunday) after the end of the scheduled event will result in forfeiting the \$10.00 key deposit.

V. Library Disclaimer

- A. No Endorsement. Use of the Community Room does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Community Room must state that "Dorr Township Library does not sponsor or endorse this event."

- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Community Room or move the meeting to a different Community Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Community Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.
- C. Hold Harmless. The Dorr Township Library is released and held harmless from any and all claims for personal injury or property damage.

VI. Violation and Appeal Section

The Library Director or the Library Director's designee may restrict access to Library facilities, including the Library Program Rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:
 - 1. *Initial Violation*: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - 2. *Subsequent Violations*: The Library Director or the Library Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

- C. Violations that Affect Safety and Security. Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.
 2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Library Director's authorized designee may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement. The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Library Director's designee to review the Policy before their privileges may be reinstated. The Library reserves the right to reinstate with reasonable conditions.
- E. Damages. If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.
- F. Right of Appeal. Users may appeal a decision in writing to the Library Director within 10 business days of the date of the letter stating why Library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 10 business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

Approved by the Dorr Township Library Board of Trustees May 16, 2022.

