

## **Meeting Room Policy – Adopted June 2002 – Revised February 2005**

Lansing Library makes the Calvin G. Frank Community Room (capacity 120 persons) available to Lansing residents **on a limited basis** for educational, cultural, or general self improvement programs.

### **Availability**

The meeting room is available for use during the library's normal business hours. All meetings must be adjourned and the meeting room vacated before the library closes.

There is no other space available at the library for non-library meetings.

The person scheduling the room must have a valid Lansing Public Library Card.

### **Priority**

Priority in scheduling the use of the meeting room will be assigned in the following order:

- Library sponsored programs and meetings.
- Educational, and cultural, events or organizations whose membership includes at least 50% Lansing residents.
- Meetings of official agencies, committees and boards of governmental entities of the Village of Lansing.

### **Rules and Restrictions**

There is an annual fee of \$50 (fifty dollars) for civic groups currently using the room which must be submitted each year with the application for the room. This entitles the group to use the room no more than once a month for that calendar year. The fee is non-refundable. If a group is denied use of the room for failure to obey library rules and restrictions the total fee is not refundable. Proof of non-profit status may be requested.

Business and Commercial groups who wish to use the room must pay, in advance a \$50 (fifty dollars) fee for each meeting.

The person applying for the use of the Meeting Room must have a valid Lansing Public Library Card, and must be present at the meetings. This person is financially responsible for any damage to library property.

Groups must clean up after themselves. Groups doing crafts must supply and use leak-proof (plastic or "oil cloth") table coverings. Floors must be swept and tables washed.

Meetings must be open to the public. Groups using the community room may not deny access on the basis of race, religion, physical or mental disability. All groups must provide, at their expense, accommodations for individuals with disabilities, at the request of such an individual.

No admission charge, collections (except for regular club dues) or other money raising activities may be attached to any meeting in the library, unless all proceeds are to be donated to the library.

The meeting room is not available for purely social functions or commercial uses. A commercial function is defined as an activity whose purpose is to promote or cause the sale of property or services for monetary gain or to raise funds. No contracts may be signed or agreed to on library premises (Fund raising activities for the benefit of the library are excepted.). A purely social function is one designed for entertainment through companionship with friends and associates (e.g., baby showers.)

Lansing Public Library is a smoke-free environment. The use of tobacco or smoking materials in the building, or courtyard is forbidden at all times.

Meetings which would interfere with the functions of the library and/or its users because of noise or other factors are not permitted.

Meetings involving the use of hazardous materials, weapons or open flames (e.g. candles) are not permitted.

Groups using the library for meeting purposes may not use the name, address or telephone number of Lansing Public Library as the location of their headquarters.

Use of the Community Room does not constitute library endorsement of viewpoints expressed by the participants in any program. No advertisement or announcement implying such endorsement will be permitted.

Meetings of groups of persons under the age of eighteen (18) must be attended by an adult sponsor who shall be held responsible for compliance with the rules of the library.

Porter service for carrying supplies to and from the meeting room is not available.

Groups must supply their own materials, equipment and supplies.

Storage space for equipment or supplies is not provided.

The Library assumes no responsibility for equipment or supplies left in the building.

All persons associated with the meeting shall remain in the meeting room and not congregate in the adjacent hallways.

Children must be supervised by an adult at all times.

Damage caused by room users will be charged to the group. Any group with outstanding charges will not be permitted to use the room. Vandalism will also result in termination of meeting room use.

Failure to comply with any of these rules will result in loss of all meeting room use privileges.

### **Application for Use**

Written application for the Meeting Room shall be made on the Application Form by an adult resident of the Village of Lansing who must hold a valid Lansing Public Library Card.

Applications should be made at least 30 days in advance of the date requested and must be accompanied by a check covering the reservation charge. Time must be allowed for the check to clear the bank before the meeting.

Application should be addressed to the Adult Services Department. The Library Director makes the final determination of compliance with this policy and shall approve or disapprove requests on this basis.

Applications will be reviewed on a first come, first served basis.

The person signing the application for use of the meeting room assumes legal and financial responsibility for the group's activities within the library. This individual is also responsible for assuring that the meeting room is left clean, and in good order, and that the furniture is arranged in the standard arrangement according to the diagram posted in the meeting room.

The library reserves the right to cancel or offer to reschedule any meeting. The library will give as much notice as possible in the event of cancellation or the need to reschedule.

Groups who need to cancel should give as much advance notice as possible so the space can be made available to other groups.

No group shall reassign its time slot to another group or organization.

Alcoholic beverages are not permitted.

Open flames are not permitted. (Candles for example)

### **Denial or withdrawal of community room use privilege**

The library reserves the right to refuse use of the meeting room to any group which fails to follow the meeting room policy. The library also reserves the right to withdraw the privilege of using the meeting room from any group which violates this policy.

### **Equipment and Kitchen Facilities**

The staff kitchen adjoining the meeting room is available for use by groups requesting it. The kitchen is available for the preparation of coffee and light refreshments. Major food preparation is not permitted.

See Fee Schedule below for charges.

The library has a television, video cassette player, DVD player and LCD projector which may be used by groups requesting it in advance. See Fee Schedule Below for charges.

### **Fees and Charges**

**The following fees are assessed in connection with Community Room use, and must be paid in advance.**

Room Reservation Fee (Civic & Non-profit Groups-501(c)3)	<b>\$50 per year – no more than once a month</b>
Room Reservation Fee (One time only – non-profit)	<b>\$25 for one (1) meeting</b>

Room Reservation Fee (All other groups, corporate etc)	<b>\$50 per meeting – no more than once a month</b>
Kitchen Use Fee	<b>\$10 per use</b>
LCD Projector	<b>\$5 per use</b>
Special Room Setup	<b>\$10 per use</b>
Video Cassette Player, DVD player or TV	<b>\$5 per use</b>

If the room is left in a condition which requires library custodial services intervention \$25-\$250 depending on the severity of the condition.

If an outside contractor must be called in to remedy misuse or damage the responsible person will be billed the total amount charged. If necessary legal action will be taken to recover all costs.

### Community Room Standard Arrangement

