

4.6 Public Meeting Rooms Policy

General

TADL Library facilities, including public meeting rooms, are intended to be used to support the Library's mission and to maximize services to the community. Rooms available at the Main Library include: McGuire Community Room, Thirlby Room, and Study Rooms. Kingsley Branch Library shares Village Hall's public meeting space which is scheduled through the Village of Kingsley. East Bay Branch Library does not have a public meeting room.

When meeting rooms at the Main Library are not in use for library purposes, they are available for community use by individuals and groups under the following guidelines and/or responsibilities:

1. The meeting rooms are available only during hours the Library is open to the public.
2. All meetings held in TADL facilities must be free and open to the public.
3. Individuals and groups approved to use Library meeting rooms shall not discriminate with respect to access to Library space against any individual on the basis of actual or perceived race, color, religion, housing status, sex (including sexual orientation, gender identity, gender expression, and pregnancy), national origin, age, disability, genetic information, marital status, veteran status, height, weight, and any other characteristic protected by applicable law.
4. Use of facilities does not imply Traverse Area District Library endorsement of the group or of the ideas presented at the meeting. A written disclosure is required in all advertising from outside groups that use advertising to promote their meeting. Verbal disclosure is required for all others. The following statement is required: "This program is neither sponsored nor endorsed by the Traverse Area District Library."
5. Presentations by a candidate or official ballot question committee, both as defined in the Michigan Campaign Finance Act, MCL 169.201 et seq, or any non-partisan organization regarding candidates or ballot questions, are allowed.
6. When screening a film as part of a public program, a Public Performance License is necessary from a licensing agent granting the right to screen (each) film publicly at TADL. This license is required even if the screening is offered to the public at no charge and is educational in nature. A copy of the license specifying the title and screening date of the approved film must be provided to TADL at least 24 hours prior to the screening.
7. Individuals reserving a meeting room for themselves or on behalf of their group:
 - a. Must be 18 years of age or older.
 - b. Must provide complete setup details at the time the room reservation is made. Certain last-minute changes may or may not be permitted, but must be requested at least one day or 24 hours in advance of the meeting time.
 - c. Shall be responsible for supervision and security during the use of the meeting room. Any damage to the room arising from the use by any individual or organization shall be billed directly to the individual who secured use of the room.

8. All minors using a meeting room must be under supervision by an adult 18 years of age or older in attendance at all times.
9. In the event of an unforeseen emergency the Library reserves the right to cancel or preempt any public meeting room reservations along with a full refund under those circumstances.

Limitations

1. Use of the meeting rooms may not interfere with normal library functions or operations and must be in accordance with the library behavior policy.
2. An admission fee may not be charged to attendees of events in library meeting rooms, nor is the request for "free will" donations allowed.
3. No promotions or sales of services, products, merchandise, materials, or other items are allowed. Sales of service or merchandise are not permitted except during library programs. Pro-bono or fee-free services that are expressly acknowledged as such may be acceptable provided that the user agrees that the provision of these services shall not be used to develop potential client lists or databases for future commercial solicitation. Use of meeting rooms for depositions is not permitted.
4. No commercial services may be conducted in library meeting rooms, which includes depositions, tutoring, and other fee-based services.
5. Library meeting rooms and facilities may not be used for weddings, funerals, or private parties.
6. Rooms may not be reserved more than three months in advance. No organization or individual may reserve a room more than forty-eight (48) times in a single year or up to four (4) times per month. Meeting rooms are booked on a first-come, first-served basis. Payment is required to secure use of the McGuire Room. Walk-in use is defined as immediate and in-person. Reservations made over the phone are defined as advance reservations.
7. Use of alcohol or controlled substances on TADL property, including meeting rooms, is prohibited per the Library's Smoke, Tobacco, Alcohol, and Drug Free Campus policy.

Fees

1. Advance reservations are secured upon receipt of a completed agreement and payment of rental fees. Rental fees are charged in accordance with current the room and resources fee schedule as indicated in the Meeting Room Agreement.
2. Individuals or groups that do not leave reserved rooms by Library closing or in time for the next scheduled use of the room will be charged an Overuse Fee.

- 3. Individuals or groups that fail to leave any room in a clean, undamaged condition; or fail to leave the rooms in their original condition; or fail to clean the kitchen, may forfeit the right to use of the Library meeting rooms in the future and will be charged a cleaning service fee.

Refunds

A refund shall be granted for any reservation cancelled at least seven (7) days prior to the scheduled day of the event.

Delegation

The Executive Director or designee is granted full authority to decide any exception to this policy and to establish procedures and fees necessary to implement it.

Indemnification

Individuals responsible for reserving the use of a meeting room shall indemnify and hold harmless the Traverse Area District Library, its board members, employees, agents and representatives, from any and all suits, actions, claims or demands of any kind, character or nature arising out of or brought on account of any injuries or damages sustained by any person or property as a consequence or result of using the meeting room, its furnishings or its equipment. TADL takes no responsibility for personal items that are lost, stolen or otherwise missing from public spaces.

Individuals responsible for reserving the use of a meeting room shall release, waive any claims against, discharge the Traverse Area District Library and all affiliated entities, their directors, officers, trustees, agents and employees (Releasees) from all liability to the Individual or attendees for any and all loss or damage or any claim or demand on account of injury to persons or property of the individual or attendees whether caused by the negligence of the Releasees or otherwise and shall assume and accept full responsibility for any risk of personal injury, property damage or property loss arising out of or related to the use of the meeting room, whether caused by the negligence of Releasees or otherwise.

Revised 9-9-2010; Revised 3-15-2018; Revised 9-19-2019; Revised February 16, 2023; Revised September 21, 2023

Motion by: Jones

Adopted: Yes No

Support by: Wescott



P. Devo, Board Secretary
Jeffrey Wescott, Acting Board Secretary

September 21, 2023
Date