



## Meeting Room Policy

### 1. PUBLIC USE OF LIBRARY MEETING ROOMS

Commerce Township Community Library values the pursuit of individual and community goals by ensuring the open exchange of ideas. In support of our mission, “we welcome our community with resources and experiences to connect and grow,” the library makes the White Pine Room, Robin Room and Dodge Room available for public uses which support and further our mission.

Public use of library meeting rooms is subject to availability and compliance with the terms of this policy. When the meeting rooms are not being used by the library for library-sponsored events, the space will be made available to the public on equal terms regardless of the beliefs or affiliations of individuals or groups requesting their use.

Meeting rooms are to be used for general information, educational, cultural and civic needs, including activities such as discussion groups, panels, forums, lectures, conferences, seminars and meetings. The library meeting rooms are intended to host organized meetings and are not available for social functions; a social function is defined as an event intended for entertainment through companionship with friends and associates including, but not limited to, weddings, anniversaries, showers, birthday and social parties.

Provision of library meeting rooms for public use does not constitute endorsement by the Charter Township of Commerce of the groups or the individuals using the meeting room or their beliefs.

Public meetings and events held in the library are not sponsored by the Commerce Township Community Library, unless agreement to such sponsorship has been provided in writing by the Library Director or his/her designee prior to scheduling of the meeting room. Unless sponsored by the library, **publicity for public events in library facilities must not imply sponsorship by, or affiliation with, the library and must contain the statement, “This program is neither sponsored nor endorsed by Commerce Township Community Library.”**

This policy does not apply to meetings or use of the meeting rooms by the Commerce Township Community Library or to programs sponsored by the library.

### 2. AVAILABILITY AND USE OF LIBRARY MEETING ROOMS

- Library meeting rooms indicate their maximum capacities. Meeting room users are responsible for

ensuring that maximum capacities are not exceeded:

- Dodge Room capacity: 32 people
- Robin Room capacity: 100 people
- White Pine Room capacity: 80 people
- Although the library will make every effort to avoid scheduling library use or library sponsored events which conflict with previously scheduled public uses of the meeting room, in the event that such conflicts arise, library and library-sponsored use will supersede the public use. Library functions and programs have priority over all other uses and therefore reservations cannot be completely guaranteed.
- Meeting room use will not be scheduled before or after library hours; the meeting room applicant and attendees will have access to the rooms only after the library is open. Events must be terminated 15 minutes before the library closes.
- All meeting room use is subject to observation by library staff at any time, which may include physical presence in the room or monitoring via security systems, as deemed necessary.
- Library meeting rooms may not be reserved more than **60 days** in advance of the requested use date.
- The Library Director or his/her designee has discretion to determine which room will be available to any applicant.
- To insure or promote the accessibility of library meeting rooms to a wide variety of community groups, and so that the entire Commerce Township community may have opportunity to make use of the limited facilities available, no individual or organization may use the rooms for more than twelve (12) meetings per year.

### **3. FREE USE OF LIBRARY MEETING ROOMS**

Library meeting rooms are available for use, free of charge, to groups or individuals meeting all of the following criteria:

- The group or organization sponsoring the event must be a 501(c)(3) non-profit group or an individual or group that is indisputably not commercial but is cultural, educational or informational in nature. Determination of whether a group or individual meets these criteria rests with the Library Director or his/her designee.
- The event sponsor must either be an individual who is a resident of Commerce Township or a group/organization physically located in Commerce Township.
- Library meeting rooms are available for educational, cultural, informational or governmental/civic activities. These activities may include public lectures, panel discussions, workshops and other similar functions. No commercial, sales, or profit-making uses of the meeting rooms are allowed.
- With the exception of library-sponsored events, no fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event, nor may any sales be conducted, or any business conducted which is entrepreneurial in nature or intended to realize profit for the meeting room applicant, group or organization at a later date.

### **4. RENTAL OF LIBRARY MEETING ROOMS:**

Individuals or organizations not able to meet the criteria for free use of library meeting rooms may be eligible to rent library meeting rooms for a fee, subject to a determination that the proposed use is appropriate to the space and not disruptive to regular library functions. Final determination regarding eligibility to rent library meeting rooms rests with the Library Director or his/her designee.

Meeting room rental fees will be charged in accordance with the following fee schedule adopted by the Commerce Township Board of Trustees.

<b>Use Category</b>	<b>Charge</b>	<b>Activity</b>	<b>Description</b>
Use Category A	No Charge	Library uses and library sponsored events	Library sponsored cultural events, library programming and library educational events
Use Category B	No Charge	Commerce Township Resident, Educational, Cultural, Informational or Governmental/Civic Activities, Non-Profit 501(c)(3) within Commerce Township	Homeowners associations, public lectures, panel discussions, workshops and other similar functions.  Applicants must be residents of Commerce Township. Use is also permitted by organizations or groups that are physically located within Commerce Township.  Proof of organizational address and/or 501(c)(3) documentation may be required at the time of booking.
Use Category C	\$50.00 per hour	For-Profit Organizations/Businesses within Commerce Township	For-profit organizations/businesses of Commerce Township residents or for-profit organizations/businesses physically located within Commerce Township.  Proof of residency of the business owner or proof of for-profit organization/business address may be required at the time of booking.
Use Category D	\$100.00 per hour	Non-Resident	Non-Resident non-profit and for-profit groups, individuals or organizations
Use Category E	No usage permitted	For-profit groups or organizations seeking solicitations and sales.	For-profit groups or organizations hosting meetings with a stated or underlying purpose of soliciting selling a product or service, soliciting new customers or promoting commercial ventures. This includes for-profit groups or organizations that intend to generate future revenue based upon "free" educational programs promoting products or services offered by the for-profit group or organization.

Additions	\$25.00 Cleaning Fee		A \$25.00 cleaning fee is assessed for meeting room use at which food is served, or for meeting room use involving crafts that utilize paint, glitter, glue or other materials likely to cause extra cleaning or maintenance.
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**5. SCHEDULING AND RESERVING LIBRARY MEETING ROOMS FOR PUBLIC USE**

**Public Use of Library Meeting Rooms**

Meeting room agreements must be fully executed and rental fees, if applicable, must be paid no later than 7 days in advance of the requested use date and before a reservation is considered confirmed. All reservations will be made on a first-come, first-served basis. The meeting room applicant must be an adult (18 years of age or older) and must complete and sign the Meeting Room Application and pay any fees owed. The meeting room will only be booked upon approval of the Library Director or his/her designee after determining the applicant meets the requirements of this policy. The Library Director or his/her designee will contact the meeting room applicant upon approval. If the Meeting Room Application is not received within 48 hours of the initial request for a meeting room, the tentative booking will be released. The meeting room applicant must be present for the room to be opened for use. Do not assume that the reservation has been approved upon submission of the application. Whenever possible, meeting room reservations should be made *at least one week in advance of the requested use date*. Cancellations must be made at least three days prior to the scheduled use, as further outlined in Section 6.

- **Guarantee** - The library is not able to guarantee that a particular time slot will continue to be available to any organization.
- **Rescheduling** - The library reserves the right to reschedule confirmed meeting room reservations to accommodate library use or library sponsored meetings or programs. Every effort will be made to avoid such conflicts and/or to offer alternative options when conflicts arise.

**6. MEETING ROOM RULES OF CONDUCT**

Meeting room applicants must agree to abide by the Library Patron Behavior Policy and the following Meeting Rules of Conduct specific to Commerce Township Community Library meeting room use:

- **Contact/Registration** – Meeting room applicants are responsible for scheduling and confirming reservations. The library telephone number may not be used as a contact for the meeting. Library staff will not handle registration or answer questions concerning the organization’s use of the meeting rooms. The library will share the name and telephone number of the meeting room applicant if there are any inquiries from the public about the meeting or the organization.
- **No Interference with Library Operations** – Meeting room attendees making excessive noise that disrupts normal library functions or other patrons' use of the library will be asked to leave and must do so upon request. This includes conducting the meeting or any part of the meeting outside of the Meeting Room. Meeting room attendees must observe all library policies including the library’s Patron Behavior Policy.

- **Electronics** – Request for library equipment must be made at the time of application. The library is not responsible for connecting or troubleshooting personal computers, electronic or communication equipment brought to the library by room users. The Library does not guarantee the availability of any equipment.
- **False Information** – Inclusion of false information on the Meeting Room Application will result in automatic and immediate revocation of permission.
- **Fees/Admission** – No admission or fees of any kind may be charged to attend programs or meetings held at the library.
- **Food/Drink** – Alcoholic beverages are not allowed in any meeting room. Please note the following regulations related to each room:

**Dodge Room** – Beverages allowed; beverages must be served in covered, spill-resistant containers. No food allowed.

**Robin Room** – Beverages allowed; beverages must be served in covered, spill-resistant containers. No food allowed.

**White Pine Room** – Light refreshments allowed.

The library does not provide supplies such as cups, containers, coffee makers, etc.

For the purposes of this policy, light refreshments are defined as non-alcoholic beverages and snack-type food items that are commercially prepared or prepackaged and do not require on-site cooking, heating or complex preparation. Acceptable examples include, but are not limited to, coffee, tea, water, soft drinks and juice, fruit, cookies, or similar packaged snack foods. All beverages must be served in covered, spill-resistant containers. The definition of light refreshments excludes meals, hot foods, foods requiring the use of warming equipment or open flame and catered service involving preparation on-site.

- **Minors** – Groups including minors must be supervised by at least one responsible adult 21 years of age or older for every 10 minor participants. One of the responsible adults must serve as the meeting room applicant, including applying for, signing and taking responsibility for the reservation.

**The meeting room applicant will be held responsible for the supervision of all minors attending the activity.**

- **Publicity** – Unless prior permission to do so has been given in writing, publicity for events to be held in the library must not state or imply that any program is sponsored, approved, or endorsed by Commerce Township Community Library and must contain the statement, “This program is neither sponsored nor endorsed by Commerce Township Community Library.”
- **Reservation Reassignment** – Reservations and authorization to use the meeting room is not transferable to another individual or organization.
- **Responsibility** – Meeting rooms and other library spaces must be left in their original condition, neat,

clean and undamaged. Nothing can be taped, tacked or otherwise adhered to the meeting room walls. Excessive amounts of garbage (beyond the capacity of trash receptacles provided in the meeting room) must be removed to the library dumpster (located at the northeast corner of the library) by the meeting room applicant. The meeting room applicant must pay the cost to clean, repair, or replace any library electronic equipment, other equipment, furniture, facility or grounds they damage. Meeting rooms shall be inspected and secured by library staff before departure of a group.

**The meeting room applicant, as well as the membership of the group or organization as a whole, will be held responsible for any and all losses or damages that may occur as a result of the use of a meeting room and for the supervision of all minors attending the activity.**

- **Room Set Up** – The meeting room applicant is responsible for room set up and take down, which must take place within the hours booked by the applicant. Library furnishings and equipment must be replaced in the locations in which they were found, or placed according to specific instructions provided by staff.
- **Signage** – One 8.5" x 11" sign on the exterior of the meeting room door will be permitted. No additional signage is allowed outside the meeting room. Banners, literature, photographs or other signage may not be placed anywhere outside of the meeting room or in a window that is facing inside or outside of the building.
- **Printed Materials/Literature** – The meeting room applicant and other attendees shall not distribute personal or group literature, brochures and other materials to library patrons outside of the meeting room in the library building. The meeting room applicant or other attendees shall not leave printed materials on library property without prior approval of the Library Director in accordance with the library's Display Policy.
- **Room Departure** – Meeting rooms must be secured according to instructions provided by library staff.
- **Storage** – The library is not responsible for materials or equipment brought to or left in the facility or on the grounds by meeting room attendees. The library is not able to provide storage space for materials or equipment between meetings. The library will not accept deliveries on behalf of the group. Items left in the meeting rooms will be moved to lost and found or discarded in the Library's discretion.
- **Indemnification** – The Charter Township of Commerce shall not be held liable for any injury sustained or damage related to the use/misuse of equipment or facilities. The meeting room applicant or shall acknowledge release as part of the application process. The applicant agrees to defend, indemnify and hold harmless the Charter Township of Commerce, including the Commerce Community Library, from all liability, claims, action, causes of action, lawsuits and demands including attorney fees and costs, fines and/or penalties for personal injury, bodily injury or death and/or property damages arising out of or in any way related to the applicant's rental, use, or occupancy of the meeting room.
- **No Shows/Violations:**
  - Authorization to use library facilities may be revoked by the Library Director or his/her designee upon violation of any Policy, rule or procedure. Any fees/deposits will not be refunded.
  - If a meeting room applicant fails to arrive for a reserved time slot the library may, after 30 minutes, cancel the reservation and allow another use of the room. Any fees/deposits will not be refunded.

- If a meeting room applicant fails to utilize a meeting room reservation without notifying the library of the cancellation at least three days prior to the scheduled use, the Library Director or his/her designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period. Any fees/deposits will not be refunded.
- If the Meeting Room Rules of Conduct are not observed, the Library Director or his/her designee may cancel or decline to schedule any future reservations for that individual/organization for up to a six-month period. Any fees/deposits will not be refunded.
- Persons or organizations refused the use of the meeting rooms or persons or organizations whose privileges to use the meeting rooms have been revoked, may appeal that decision. Requests to appeal a decision to refuse use of the meeting rooms or revoke meeting room privileges will be considered in the same manner as requests for reconsideration of materials, as outlined in the Materials Selection Policy.
- Persons or organizations that owe fees, fines, or penalties to the library are prohibited from renting any meeting room until such fees, fines, or penalties are paid in full.

*Approved by Commerce Township Board of Trustees, September 9, 2025. Effective for meeting room reservations occurring on or after January 1, 2026.*