



Commerce Township Community Library

180 E. Commerce Rd.

Commerce Township, Michigan 48382

Phone: 248-669-8108 / Fax: 248-859-0015

Internet: www.commercelibrary.info

USE OF MEETING ROOMS

Commerce Township Community Library has two rooms available for community use. The White Pine Room seats 84 when set up in rows of chairs. There are also 20 tables available. The Dodge Room is a large conference room with 12 chairs around a large table and an additional ten chairs against the wall.

The meeting rooms are available for use by Commerce Township civic, community, cultural, educational, political, or religious organizations for non-commercial and non-profit purposes. All meetings will be open to the public and may be monitored by Library staff to ensure compliance with this policy.

Use of the meeting rooms does not constitute Commerce Township endorsement of the viewpoints expressed by participants in the programs.

Library-sponsored activities will take precedence over all other activities, and the library reserves the right to cancel any scheduled meeting when: (1) It conflicts with the operation of the library or (2) the room is needed for a library-sponsored activity.

The Library reserves the right to cancel if the group fails to comply with library policy.

All activities must be free to attend.

HOW TO RESERVE THE ROOMS

The Circulation Manager at extension 102 will provide information on room availability and take reservation forms. Reservation Forms are available at the circulation desk and on the library web page under About Us/Policies/meetingrooms.

Reservations will be accepted no more than 60 days in advance and no less than 2 business days in advance. A group may reserve the room for use no more than two days a month.

The individual reserving and assuming responsibility for the room must be a resident of the Commerce Charter Township, hold a current Library card, have no outstanding balance owed on that library card, and be at least 21 years old. That individual must be present during meeting room use. Exceptions to this requirement will be made for representatives of U.S. or Michigan agencies and political subdivisions and for members of or candidates for U.S. or Michigan executive, legislative, or judicial offices.

USE OF THE ROOMS

The meeting room is available only during the hours which the library is open to the public. Light refreshments may be served. The White Pine Room has a sink and a small refrigerator. The Dodge Room has a sink. The library does not provide supplies or equipment for refreshments. No alcoholic beverages are permitted. No smoking or use of other tobacco products is permitted on library property.

The meeting rooms are not available for personal or family parties or purely social functions unless sponsored by the library or approved by the Director.

Both rooms are available for the use of businesses at a cost of \$30.00 per hour. Whole hours only are available, no partial hours.

The rooms are available to local elected officials and government units for meetings such as a local town hall, and political party meetings. Elected officials serving Commerce Township do not need to hold a library card in order to make reservations.

Persons under age 18 using the meeting room must be supervised by adults. The adult supervisor will be responsible for any damage.

If children are brought to adult meetings, the accompanying adult is responsible for the children's behavior. The Library's unattended children policy requires that children under age 8 be accompanied by an adult at all times.

No admission fees may be charged. No buying or selling is permitted. Exceptions must be arranged with the Director.

The scheduling party may arrange the chairs and tables to suit their needs. Following the meeting, furniture should be returned to the original arrangement, and the room should be left in good order. Any special cleaning needed after the meeting will be paid for by the booking organization.

No provision can be made for the storage of equipment and supplies to be used by the groups using the meeting rooms.

Special arrangements must be made in advance to use the library's audio-visual equipment. A laptop with an HDMI cable is needed to connect to the White Pine Room projector or the Dodge Room television.

Use of the meeting room shall conform to all local, state, and federal laws and regulations.

Use of the meeting rooms shall conform to all library policies including the library's Patron Behavior Policy.

The Director or her/his designee has the power to terminate any meeting use which disrupts Library operations.

Any open flames, including the use of open candles, are prohibited by state fire regulations.

Room temperature is pre-set and cannot be adjusted by library staff.

SECURITY

The library does not assume any responsibility or liability for the security of personal or organizational items.

DAMAGES

Organizations holding meetings assume responsibility for any damage to the property due to the group's occupancy. A written agreement will be signed in advance by the person representing the group, assuming responsibility.

Meeting room policy

Approved LAB Feb 28, 2018

Approved, Township board March 2018