

Alpena County George N. Fletcher Public Library-Meeting Room Policy

The Alpena County George N. Fletcher Public Library (“Library”) is a community resource providing access to information and a facility where ideas are exchanged. To encourage this, meeting rooms are maintained in the Library for both Library and community use.

Library facilities are intended for library business needs. When they are not needed for library use, meeting rooms are available for use by individuals and groups subject to this policy, related administrative procedures, and other ACL policies. Use of the meeting rooms is subject to the following guidelines:

1. Meeting Room Scheduling and Fees

- Library programs and meetings have first priority for meeting room use and are exempt from any restrictions.
- A group may be required to reschedule a meeting if it is in the library’s best interest. The library will do its utmost not to interfere with scheduled meetings and adequate advance notice will be given.
- Applications shall be accepted on a first-come-first serve basis, with priority as follows
 1. Library business
 2. Library-sponsored or Library co-sponsored events
 3. Uses governed by contract with the Library
 4. Applications that support cultural, educational, and informational needs and interests of the community
 5. Other requests

The Library Director reserves final authority to approve or deny applications for the use of the meeting rooms. The Library Director may grant exceptions to the rules.

- **Individuals, organizations, and non-profits located in Alpena County that pay property taxes in Alpena County** may reserve the library meeting rooms with the following stipulations:
 1. Pay a refundable \$50 deposit
 2. The person booking the room must be in attendance at the event
 3. The person booking the room must have a current Alpena County Public Library card
 4. There is NO cost for participants to attend the meeting, including hourly rates, retainers, tuition, donations or dues

5. NO products or services will be sold or marketed at the event
The deposit must be paid at the time of reserving the room.

- **Individuals and organizations that DO NOT pay property taxes in Alpena County** may reserve the library meeting rooms with the following stipulations:

1. Paying a \$50 refundable deposit AND a \$50 non-resident fee
2. The person booking the room must be in attendance at the event

The deposit and non-resident fee must be paid at the time of reserving the room.

- **This \$50 refundable deposit and \$50 fee will also be charged if at least one of the following statements is true:**

1. There is a cost for participants to attend the meeting, including hourly rates, retainers, tuition, donations, or dues
2. Products or services will be sold or marketed at the event

The deposit and \$50 fee must be paid at the time of reserving the room.

- **For all organizations/groups/individuals**, the \$50 refundable deposit, and the \$50 fee if applicable, will NOT be returned to any user, if:

1. The user fails to notify the conference room coordinator or Library Director of cancellation within 24 hrs
2. The user does not show up for the reservation

The Director may waive the refund and/or fee forfeiture in emergency situations.

- An admission fee may not be charged to attendees of events in the library meeting room unless approved by the Library Director.

2. General Guidelines

- Meeting spaces are not available for strictly social events except as determined by the Library Board of Trustees to benefit the library or the community as a whole.
- Meeting spaces are only available during normal operating hours.
- Meetings will always have at least one adult present who is responsible for the participant's conduct. An adult is a person 21 years of age or older.
- The library director reserves final authority to approve or deny applications for use of the meeting rooms. The director or his/her designee may grant exceptions to the rules.

- Groups/individuals using any space in the library or on library grounds must abide by the library's non-discrimination policy and meet Americans with Disabilities Act requirements.
- Solicitation of library users inside the library or on library grounds is prohibited. 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.
- All publicity for non-library-sponsored meetings must clearly indicate the name of the sponsoring agency and include the following language: *The convictions and attitudes of the groups that use the library meeting rooms do not necessarily reflect those of the Library Board of Trustees. The activity shall not be publicized in such a way as to imply Library sponsorship or Library identification with the group without the approval of the Board of Trustees.* (Publicity must NOT give out the library's phone number).
- The Library neither endorses nor necessarily agrees with the views expressed by any group using the Meeting Rooms, but does endorse the right of those groups to express their views as long as they abide by the policies and rules governing the use of the Library.
- The library reserves the right to make available the name and phone number of the person or group making a reservation to anyone inquiring about the event.
- Groups/ individuals requesting meeting facilities for a series of meetings must submit, in writing, a list of specific dates and times. The library reserves the right to limit the number of reservations by any group/individual so that all groups/individuals may have a fair opportunity to use the meeting rooms. If a reoccurring reservation, by groups/individuals is not used two times consecutively, all remaining reservations may be canceled.
- Non-library sponsored or co-sponsored meetings and events will not be scheduled more than three (3) months in advance. The Library will not accept reservations until future Library programming has been completed. The Library will not accept same day reservations, except as may be permitted by the Library Director.
- There is a maximum of 4 uses per year per person. The Director may waive the maximum number of uses per year.
- No user may use the Meeting Rooms more than 3 times per month.

- Equipment such as coffee pots, projectors, sound equipment, and video players are available for use at no charge and must be requested at the time of reservation. The library staff will be responsible for setting up and taking down the equipment listed above. Staff will direct the user to the location of the clearly marked tables, chairs, and cleaning supplies but it is up to the user to set up seating arrangements prior to their program. *The library is not responsible for any injuries occurring while groups/individuals arrange the meeting space as needed.*
- It is the responsibility of the user to determine any technology compatibility issues or needs. It is the responsibility of the user to pay for the repair/replacement of any library equipment that may be damaged while being used by the group/individual.
- Open flames and incense are prohibited throughout the library except for cooking fuel.
- The use of controlled substances is prohibited. Alcohol may be served with permission from the board of trustees with proper licensing. Proof of the appropriate license must be provided to the library director prior to usage of the room.
- **The Director must approve groups/individuals staying beyond Library closing time, or beyond the reserved time for use of the room, in advance.**
- **Groups/individuals that do not leave reserved rooms by the Library closing, or within 15 minutes of the groups/individuals reserved time for use of the room, will:**
 1. Forfeit the \$50 refundable deposit
 2. Be charged an overuse fee of \$50 plus \$1.00/minute for time beyond the Library closing time or beyond the reserved time for use of the room.
- The Director may waive the overuse fees at her/his discretion.
- **Groups/individuals that fail to leave ANY room in a clean, undamaged condition or fail to leave the room in its original condition, will:**
 1. Forfeit the \$50 refundable deposit
 2. Be charged a cleaning service fee of \$100, or more, depending on the condition of a room
 3. May forfeit the right to use the library meeting rooms in the future
- Reservations are secured upon receipt of a completed agreement and payment of rental fees. The Library reserves the right to waive fees for community organizations whose mission is consistent with the mission of the library.

- For purposes of the First Amendment, Public Libraries are considered a “Limited Public Forum.” The library neither endorses nor necessarily agrees with the views expressed by any group using the meeting rooms, but does endorse the right of those groups to express their views as long as they abide by the policies and rules governing the use of the Library.
- The Library reserves the right to restrict use by those who do not abide by these conditions.

3. Violations

- Groups/individuals will follow the Library’s Patron Code of Behavior. Violations of this policy or the Patron Code of Behavior will result in disciplinary actions depending on the violation.
 1. Verbal request to cease the violation.
 2. Patron asked to leave the premises for the day.
- The Library Director or the Director’s designee may restrict access to Library facilities, including the Library Meeting Rooms by;
 1. Immediately dismissing anyone from the premises
 2. Suspending the patron’s access to Library facilities for a set period of time
 3. By denying access to specific services and/or programs
 If necessary, the local police may be called to intervene.
- If an incident occurs, Library staff shall;
 1. Record in writing using the Incident Report form for any violation of Library policies.
 2. Delivery by end of day the Incident Report to the Library Director for logging and review.
 3. The Library Director will write a suspension of privileges letter, if applicable.
- If a user or an invitee of any user violates Library policies by causing damage to Library property, then the user shall be assessed the actual costs for repair and cleanup.

4. Violations that Affect Safety and Security

- Violations that affect safety and security will result in the immediate suspending of patrons' access to Library facilities for a set period of time with police involvement. These violations include;
 1. Verbal abuse
 2. Violence
 3. Threatening behaviors
 4. Sexual harassment or sexual misconduct
 5. Vandalism
 6. Drug sale or use or attempted drug sale or use
 7. Intoxication

8. Theft, or attempted theft
 9. Physical harassment
 10. Behavior that threatens the safety and security of staff and/or patrons
- Initial violations
 1. Police called immediately with arrest and criminal prosecution if the conduct violates local, state, or federal law.
 2. Immediate (1) month suspension of Library privileges.
 - Subsequent violations
 1. Police called immediately with arrest and criminal prosecution if the conduct violates local, state, or federal law.
 2. Immediate suspension of Library privileges in escalating responses.
 - A Patron whose privileges have been limited or revoked shall review the Patron Code of Behavior policy. They must write a letter to the Director and Board of Trustees stating why their privileges should be reinstated. The Library reserves the right to reinstate with reasonable conditions.

5. Appeals

- Users may appeal a decision in writing to the Library Director within 10 business days of the date of the initial suspension why Library privileges should be restored. The Library Director or designee will respond to an 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 a letter within 10 business days to the President of the Library Board.

When using the Library or a Meeting Room, the Library is released and held harmless from any and all claims for personal injury or property damage.

This policy may be amended at any time.

Approved 11/2002. Revised March 18th, 2026