

Meeting Room Use Policy

In accordance with the Michigan Public Accommodation Act, this tax supported facility may be used only by those groups whose membership is open to all without restriction based on race, gender, or religious creed.

1. The capacity of the meeting room is 19.
2. Booking will be on a first come, first serve basis and will be made during Library hours.
3. Parking for meetings during Library hours shall be in the Public Parking Lot located on Cedar Street.
4. Programs/exhibits may not disrupt the use of the Library by others.
5. Persons attending meetings are subject to all Library rules and regulations and must conduct themselves in an orderly manner.
6. Light refreshments may be served in connection with a meeting. No alcoholic beverages of any nature are permitted in the Library. The user is responsible for all table and chair arrangements.
7. Library facilities will be left in a clean and orderly condition. The Meeting Room will be returned to its original state at the end of the meeting.
8. Permanent changes to the Meeting Room may not be made without permission of the Library Board.
9. Users will pay the cost for repair of any damage to the facilities or equipment used.
10. All meetings should end ½ hour prior to the Library's closing. Use of the room is permitted after the Library is closed if a staff member is willing to remain on duty until the end of the meeting. The staff member shall be compensated at their hourly rate and compensation shall be the responsibility of the user.
11. No commercial presentations for the purpose of sales will be permitted.
12. Granting of permission to use Library facilities does not imply endorsement by the Library of the user or the user's beliefs.
13. Religious or political groups may use the Meeting Room for non-sectarian, interdenominational, or informational meetings.
14. The Library is not responsible for loss or damage to exhibits, equipment, supplies, materials, personal property, or other items brought to the Library by any group or individual attending meetings.