

HILLSDALE COMMUNITY LIBRARY MEETING ROOM
POLICY

The Board of Trustees of the Hillsdale Community Library recognizes that the Library facility belongs to the community. Accordingly, it is the policy of the Board to make the Library Meeting Room available, on a limited basis, to the community. The primary purpose of the Library facility is to provide library services to the community. The Board recognizes that there are costs associated with non-library use of the Library Meeting Room and that, consequently, Meeting Room usage fees need to be assessed to cover these costs. The Board reserves the right to modify the policy and guidelines at any time.

The following rules are for the use and rental of the Library Meeting Room:

Scheduling/Payment/Application/Cancelling

Hour of Usage	1 Room	2 Rooms	3 Rooms
1-4 Hours	\$25.00	\$50.00	\$75.00
4+ Hours	\$50.00	\$100.00	\$150.00

- 1. Payment is due 1 week prior to the event. If the event is booked within 1 week of the event, payment is due at the time the room(s) is booked. Payment must be made by cash or check payable to: Hillsdale Community Library. We DO NOT accept credit cards.**
- 2. No refunds will be given, no exceptions.**
- Room rental is only available during our regular library hours. After hours rental of our meeting rooms is NOT available to the public without the authorization and approval by the Library Director. The total cost (including staff time) will be determined at the time of the rental and will be given up front to the renter.
- Hours of scheduling shall include the total time involved in the meeting, from the time the organization requires the room, for assembling, set-up or other purposes, to the time the room is cleaned and vacated.
- Permission to use the Meeting Room does not constitute a lease.
- The Library reserves the right to reject any application and revoke previously granted permission for the use of the facility for violation of these rules. The Library may cancel any meeting because of adverse weather conditions or for other emergency reasons.
- The Library reserves the right to charge a fee for any repairs or cleaning that are necessary as a result of the use of Library facilities.

Responsibility for Equipment and Facilities

- Each individual or group is responsible for setting up tables, chairs, furniture and any equipment prior to the meeting and for returning all library property to its designated location at the close of the meeting.
- Each individual or group is responsible for leaving the room in a clean and orderly condition. The library does not have a dumpster for disposal of trash and refuse. Accordingly, all individuals, groups or entities are responsible for bagging, removing and disposing of any trash after the rental event. All individuals, groups, or entities will be billed for any damage to the room as a result of the individual or group's use.
- Eating and drinking in the main rooms of the library is strictly forbidden. Any group wishing to serve light refreshments must provide its own utensils for serving and preparation. **Articles of**

food and drink must be consumed in the meeting room(s) designated and not carried into the halls, restroom or the main rooms of the library proper.

11. The Library assumes no responsibility for damage to, or theft of, any item displayed or exhibited in the Meeting Room(s). All items are placed in the Meeting Room(s) at the owner's risk.
12. The library will provide the following equipment upon request:
 - Chairs
 - Tables
 - Podium
 - Projector and screen
 - Dry erase board
 - Easel
 - Microphone
 - Speakers
 - Kitchenette including sink, microwave, Keurig, and fridge (K-cups available for purchase at the front desk for \$1 each).
13. The individual or group assumes full responsibility for all equipment used and any damages to the Meeting Room(s) itself.
14. All individuals or groups must provide a qualified operator for any equipment used. Use of electrical or other equipment must conform to normal fire and safety standards. Approval must be received in advance for equipment not supplied by the Library.
15. Nothing may be affixed or mounted to the walls of the Meeting Room(s).
16. The Library will not provide storage for any purpose to any individual or group.

General Regulations

17. All individuals or groups using the rooms agree to hold the Hillsdale Community Library, the City of Hillsdale, its agents and representatives, harmless from any and all suits, actions, claims or demands arising from injuries to people or damage to or loss of property belonging to the organization using the meeting rooms.
18. Granting the use of its meeting rooms does not imply endorsements or approval by the library, its board, its employees or the City of Hillsdale of the group, the meeting, or the ideas presented at the meeting.
19. Meeting Room Usage Priorities: Library programs, library-related programs and City of Hillsdale programs shall have priority in scheduling the use of rooms. After accommodating those programs, any remaining rooms shall be available to community individuals, organizations, nonprofit organizations, town meetings of elected officials or representatives of local, state and national government, for-profit groups and social gatherings on a "first-come-first-served" basis.
20. Smoking, ingestion of alcoholic beverages, marijuana use, and use of any illegal substances are not permitted on library property.
21. Meetings must comply with the "Open Meetings Act" if such Act applies to the individual or group.
22. Any group using the facility must comply with all applicable civil rights laws.
23. All users of the Library facility agree to comply with all applicable state and federal laws and local

ordinances. Further, in accordance with Act No. 453 of the Public Acts of 1976 and Act. No. 220 of the Public Acts of 1976. Groups using the Meeting Room agree not to discriminate because of race, color, religion, national origin, age, sex, height, weight, marital status, handicap, student status or sexual orientation.

24. Organizations may not use the Meeting Room for any unlawful purpose or for the purpose of encouraging and counseling any person(s) to violate the law.
25. The name, address and telephone number of the Hillsdale Community Library may not be used as the address or headquarters for any group using the Library for meeting purposes.
26. Whenever personal injury or loss/damage to property occurs in connection with the use of the Meeting Room, it must be reported to staff by the group's adult representative.
27. Registering participants for a program will be the responsibility of the sponsoring group and not the Library.
28. Meeting Room attendees may not leave children unattended in the Library, in accordance with the Library's Unattended Children Policy. Child care service for the children of persons attending meetings is not provided by the Library.
29. This policy is subject to review and modification when deemed necessary by the Hillsdale Community Library Board at its sole discretion.

Amended August 2020. Amended January 2023.