

**Fennville District Library
MEETING ROOM POLICY**

April 11, 2019

Fennville District Library Mission:

The mission of the Fennville District Library is “to provide access to varied materials and services for lifelong enrichment.”

1. The Fennville District Library meeting rooms are primarily intended for library programs and sponsored events, which shall have priority over any other user as may otherwise be permitted by this policy.
2. Meeting rooms may be used by not-for-profit organizations in the community for programs and meetings open to the general public.
3. The use of meeting rooms is granted on a first-reserved basis.
4. Outside users of the meeting rooms shall not charge admission fees or otherwise use the privilege of room use for personal or commercial fund raising.
5. Meeting rooms shall not be used for private group gatherings including, but not limited to, personal family gatherings, parties, celebrations or other such meetings.
6. Organizations may not use the meeting rooms in a manner that monopolizes their use or unreasonably restricts a room’s availability for use by others.
7. Organizations may not use the meeting rooms in a manner that unreasonably interferes with library operations or the use of other library facilities by library patrons.
8. The library may deny any request for meeting room use that is not in compliance with this policy, other library policies or that will otherwise interfere with library operations.
9. Meeting rooms are available during regular library open hours. Exceptions may be considered at the discretion of the Library Director.

April 11, 2019

10. Light refreshments may be served, but groups may not prepare food on library property. The use of any tobacco products is prohibited within the library building.
11. The scheduled user is responsible for the setting up AV, chairs, tables, and furniture prior to the meeting and for returning all library property to the designated location upon the close of the meeting.
12. Organizations using the library's meeting rooms are liable for any damage or soiling to furniture or fixtures.
13. The library is not responsible for theft, loss or damage to property or injury to persons resulting from the use of its meeting rooms.
14. The use of meeting rooms by outside organizations does not imply endorsement of the organization or its programs by the library. Groups must not imply library sponsorship of their program or organization in their publicity.
15. A group or an individual misrepresenting itself as to name and/or purpose when using the meeting room may have their use suspended by the Library Director.
16. Meeting room applicants must be 18 years of age or older and complete a reservation form (available at the Circulation Desk and on the library's website) to reserve a room.
17. The library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.
18. These regulations may be amended by the Library Board at its discretion.