

**I. General Meeting Room Principles**

- A. The Library has one large meeting room space, two smaller conference rooms, and three study rooms for use by the general public. Please see [www.charlevoixlibrary.org](http://www.charlevoixlibrary.org) for a full description of all rooms, layouts and amenities. Groups using any meeting room space in the library must abide by the library's non-discrimination policy and meet *American's with Disabilities Act* requirements. 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.
- B. Meetings may be scheduled no more than one year in advance.
- C. Groups requesting meeting facilities for a series of meetings must submit, in writing, a list of specific dates along with their application. The library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms. If a recurring reservation is not used two times consecutively, all remaining reservations will be canceled and the group will be so notified and charged accordingly.
- D. Library sponsored activities have priority and 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.
- E. Groups are responsible for maintaining order and are liable for any damage to library property. All library policies must be adhered to including, but not limited to, the Library Code of Conduct, (see [www.charlevoixlibrary.org](http://www.charlevoixlibrary.org)).
- F. Open flames and incense are prohibited throughout the library.
- G. Alcoholic beverages are prohibited in the library or on library grounds.
- H. Parents must supervise juvenile groups, with a ratio of no less than one parent per 10 children.
- I. There are white-boards and tack boards available for display during meetings. No other surfaces may be used to affix materials. Any such material must be removed at the close of the event. Tacking or writing on inappropriate surfaces is deemed a violation of this policy.
- J. Room set-ups are to be done by the sponsoring organization, unless arrangements are made in a timely manner and fees paid up front. Any and all rooms must be returned to their original configuration at the conclusion of each meeting. All trash must be removed by the using group and clean up must be completed within the scheduled time period.
- K. Allowing the use of meeting rooms does not connote sponsorship of the event or the organization by the Charlevoix Public Library, nor does it connote an endorsement of any group's policies or beliefs. Neither the name nor the address of the Charlevoix Public Library may be used as the official address or headquarters of any organization. Publication of misleading notices and advertisements will be considered a violation of these rules.
- L. In the event of inclement weather, utility outage, or other emergency, the library director may cancel scheduled meetings. If cancellation becomes necessary, the library need only notify the person who made the application. In the event of such a cancellation, the library shall have no liability for any loss or expense if the applicant chooses not to reschedule.
- M. The library board of trustees reserves final authority to approve or deny applications for use of the meeting rooms.
- N. Persons, organizations, groups, or businesses using the community room agree to hold the Charlevoix Public Library harmless from any injury, loss, damage, liability, costs, or expense that may arise during, or be caused by, use of the library facilities or grounds.

**II. Charges and Time of Use**

- A. A *Fee Based Group* is defined as a group whose business purpose or whose meeting's purpose is to sell products or services for enterprise or a group hosting a private function.
- B. A group that does not meet the definition of *Fee Based Group* (above, section IIA) will be considered a *Not-for-profit Group*. A *Not-for-profit Group* will have use of all meeting room space at no charge during regular library hours.
- C. A *Fee Based Group* using the Computer Lab, Community Meeting Room A, or Community Meeting Room B, shall be charged \$25 per hour. If both sides, A and B, of the Community Meeting Room are reserved, the charge is \$50 per hour.
- D. *Not-for-profit Groups* using the Community Meeting Room at times when the library is closed will be charged \$15 per hour.
- E. Charlevoix Public Library staff may reserve meeting room space at no charge, as long as the meeting room is not booked more than one week before the event. The staff member must be present at such event. If staff call-in is required to open the building, a \$15.00 charge will be applied.
- F. A group may request, for an additional \$50.00, fee paid at least one week in advance, the set-up and tear-down of the community meeting room chairs and tables. **Cleaning of the tables, kitchen, & floors, and trash removal will still be the responsibility of the booking party.**
- G. The performance stage may be requested to use for a \$25 flat fee for set-up and tear-down.
- H. The library sound system is available for musical events, but it must be reserved and paid for (\$50) one month in advance of the event. A sound system agreement must also be signed at time of booking. The fee covers set up and staffing of sound system.
- I.
- J. Payment shall be made at the time of application. Checks shall be made payable to the Charlevoix Public Library.
- K. If the meeting room is not cleaned to the satisfaction of library staff, a \$50 fee will be billed after the meeting.
- L. Cancellation and any changes in times or services needed for the Community Meeting Rooms and the Coeling Computer Center must be made via letter, email, or phone, at least 72 hours prior to the scheduled meeting date or the group will be subject to an additional fee of \$75.00. Not showing up for a scheduled meeting, with no prior notification, will subject the group to an additional fee of \$100.00.
- M. Any fee may be waived at the discretion of the director. If a fee is not paid within 30 days of billing, the group will forfeit their future use of library meeting rooms.

**III. Community Meeting Room Use**

- A. The Charlevoix Public Library community room is available for use by community groups and organizations. It has a lectern, audiovisual equipment, tables and chairs, performance stage, piano, sound system, kitchen, and facilities for exhibiting artwork.
- B. The maximum Community Room A/B capacity is 250 people standing, 150 people auditorium style, or 80 people with tables. It can be divided into two, equal-sized, smaller spaces, Community Meeting Room A and Community Meeting Room B.
- C. Groups wishing to use the community meeting room must submit an application at least three days in advance of the desired date. The person making the application must be at least eighteen years of age. Application forms are available at the library circulation desk or on the library web site.
- D. The meeting room will be reviewed after group use. The group will be billed for the cost of cleaning, repair, or staff time if the room is not cleaned to the satisfaction of the library staff, if there is damage, or if the tables and chairs are not folded, stacked, and put away as required.
- E. The kitchen is for serving beverages, light refreshments, and meals which are catered, or prepared elsewhere. Catering supplies and equipment must be stored in the kitchen at all times. The kitchen must be cleaned thoroughly after use and trash must be removed. No food or beverages shall be left behind.
- F. Only trained operators may use the audio-visual equipment. The library must be notified at least one week in advance if library equipment is to be used; if not, the library reserves the right to deny use. It is the responsibility of the group to schedule a training session with library staff.

**IV. Conference Rooms**

There are two conference rooms available during library hours and can be reserved through the library's meeting room booking site. The Armstrong Conference Room seats up to ten people and the Trustees Conference Room seats up to 12 people. There will be no use charge for the conference rooms, but if needed, a cleaning fee may be imposed.

**V. Group Study Rooms**

There are three group study rooms available during regular library hours. These rooms may be used on a first come/first served basis. In order to use any of these rooms, please see the librarian at the Information Desk to sign in. During July and August, there will be a two-hour per day limit on the use of these rooms, unless pre-approved by the librarian. All policies stated above in the general guidelines must be adhered to.

- VI.** Violation of this policy may result in denial of the applicant's future use of the room.

---

**Fee Schedule Agreement**

I have read and understand the Charlevoix Public Library's Meeting Room Policy and agree to abide by said policy. I understand I may be subject to the following fees:

Fee Based Group:	\$25.00 per hour any time
Non Fee Group:	Free during library hours and \$15.00 per hour when library closed
Set-up & Tear-down Charge:	\$50.00 (Must be pre-arranged & pre-paid)
Clean-up Charge:	\$50.00 (If room not cleaned to the satisfaction of the staff)
No-show Charge:	\$100.00
Late cancellation or change charge:	\$75.00
Performance Stage set-up:	\$25.00
Sound System:	\$50.00

---

Print Name

Date

---

Signature

---

Name and Date of Function