

# **WIXOM PUBLIC LIBRARY**

## **POLICY STATEMENT**

### **MEETING ROOM**

**Approved:** November 28, 2005

**Revised:** September 28, 2009; June 28, 2010; May 21, 2012; January 27, 2020;  
November 24, 2025

The mission of the Wixom Public Library (“Library”) is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by this Meeting Room Policy (“Policy”). The restrictions of this Policy do not apply to Library-sponsored or co-sponsored events.

#### **1. Availability and Use of the Meeting Room**

- Library and City programs or co-sponsored programs, meetings and events have first priority for scheduling the Meeting Room. Other applications are considered on a first-come, first-served basis.
- The Meeting Room is made available regardless of the beliefs or affiliations of individuals or groups requesting use of the rooms. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Wixom Public Library.
- Attendance is limited by the maximum room capacity of 25 people.
- The Meeting Room is only available during the Library's public service hours. It must be vacated 15 minutes before closing time.
- The Meeting Room may be reserved up to 60 days in advance.
- The Meeting Room is not available for private social functions, such as birthday parties and showers.
- No group shall use the Meeting Room more than twelve (12) meetings per year.
- All Meeting Room use is subject to observation by Library staff at any time.
- The Library reserves the right to deny use of the Meeting Room to organizations or individuals who violate Library policies or rules of use.

## **2. Free Use of the Library Meeting Room**

The Meeting Room is available for use, free of charge, to groups or individuals meeting all of the following criteria:

- The group or organization sponsoring the event must be a 501(c)3 non-profit group or an individual or group that is indisputably not commercial but is cultural, educational or informational in nature. Determination of whether a group or individual meets these criteria rests with the Library Director or their designee.
- The Meeting Room is available for educational, cultural, informational, or governmental/civic activities. These activities may include public lectures, panel discussions, workshops, or other similar functions. No commercial, sales, or profit-making uses of the meeting room are allowed.
- No fees or donations may be solicited or collected for admission to, or participation in, any such program, meeting or event. No sales may be conducted nor any business conducted which is entrepreneurial in nature or intended to realize profit for the meeting room applicant, group or organization at a later date.

## **3. Rental of Library Meeting Room**

Individuals or organizations not able to meet the criteria for free use of the Meeting Room may be eligible to rent the meeting room for a fee, subject to a determination that the proposed use is appropriate to the space. Final determination regarding eligibility to rent the meeting room rests with the Library Director or their designee.

Meeting Room rental fees will be charged in accordance with the following fee schedule adopted by the Wixom Public Library Board of Trustees:

<b>USE CATEGORY</b>	<b>CHARGE</b>	<b>ACTIVITY</b>	<b>DESCRIPTION</b>
Category A	No Charge	Library uses and library sponsored events	Library sponsored cultural events, library programming, and library educational events.
Category B	No Charge	Wixom Resident; Educational, Cultural, Informational, or Governmental/Civic Activities; Non-Profit	Homeowner's associations, public lectures, panel discussions, workshops and other similar functions.  Applicants must be residents of Wixom. Use is also permitted by

		501(c)3 within Wixom	organizations or groups that are physically located within Wixom.  Proof of organizational address and/or 501(c)3 documentation may be required at time of booking.
Category C	\$25.00 per hour	For-profit organizations and businesses within Wixom	For profit organizations/businesses of Wixom residents or for-profit organizations/businesses physically located within Wixom.  Proof of residency of the business owner or proof of for-profit organization/business may be required at time of booking.
Category D	\$50.00 per hour	Non-Resident	Non-Resident non-profit and for-profit groups, individuals or organizations.
Category E	No usage permitted	For-profit groups or organizations seeking solicitations and sales	For-profit groups or organizations hosting meetings with a purpose of selling a product or service, soliciting new customers, or promoting commercial ventures. This includes for-profit groups or organizations intending to generate future revenue based upon free educational programs promoting products or services offered by the for-profit group or organization.
Additions	\$25.00 per hour cleaning fee*  Damages		*A fee of \$25.00 per hour for cleanup will be charged if the Meeting Room is not cleaned up as required by this Policy.  Users shall pay the actual cost for any damages to Library's equipment, room and/or furnishings.

#### **4. Application and Scheduling**

- An application for usage must be completed and signed by a representative of the organization who is at least 18 years old.
- Meeting Room usage is reserved on the Library's website or at the Information Desk. The Library will contact the individual listed on the Meeting Room Application with confirmation that the reservation is accepted. Individuals should not assume the reservation is complete upon submission of the application.
- A request for usage of the Meeting Room must be made at least one week in advance.
- Any applicable fees must be received at least one week prior to the reservation date. If payment is not received at least one week prior to the reservation, the Library reserves the right to cancel your reservation. Payment may be made by cash, credit card, or check made payable to Wixom Public Library.
- No refunds will be given for cancellations within 48 hours of the scheduled usage date. If an individual/organization fails to show up to a reservation, no refunds will be provided.
- The Library reserves the right to reschedule confirmed meeting room reservations in the event the Library Board of Trustees needs to schedule a special Library Board meeting or other Library event.

#### **5. General Guidelines for Use**

Meeting Room applicants must agree to abide by the following rules of conduct:

- **Policies:** All users of the Meeting Room shall observe all policies applicable to Library patrons, including the Patron Behavior Policy.
- **No Interference with Library Operations:** Meeting Room use may not interfere with Library operations. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Meeting Room.
- **Clean-Up:** The Meeting Room must be left in a clean and orderly condition. All outside material brought into the Library must be removed at the conclusion of the meeting.
- **Equipment Use:** Wireless Internet access, ceiling-mounted projector, screen, and whiteboard are offered as a courtesy. Library staff will provide basic technology assistance, dependent on appropriate staffing, with

Library-provided equipment. The Library does not guarantee the availability of any equipment or wireless Internet service.

- **Fees/Admission:** Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is prohibited.
- **Food and Beverages:** Light refreshments are permitted. No food may be cooked or prepared at the Library. Beverages should be served in covered containers.
- **Minors:** Users of the Meeting Room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. The listed adult must be on site during the reserved meeting time.
- **Private Literature:** Users shall not distribute personal or group literature, brochures or other materials to Library patrons outside of the Meeting Room. Users shall not leave printed materials on Library property without prior approval from the Library Director or in accordance with Library policies.
- **Publicity:** Meeting Room use shall not be publicized in such a way to imply sponsorship by, or affiliation with, the Wixom Public Library. Publicity must contain the statement "This program is neither sponsored nor endorsed by Wixom Public Library."
- **Room Set-Up:** Groups are responsible for arranging chairs, tables, and other equipment to meet their own needs. The exit door may not be blocked by furniture. The door cannot be locked by meeting room users.
- **Smoking and Fire:** No smoking, vaping, candles, matches or any other use of fire shall be permitted in the Library.
- **Storage:** The Library cannot supply storage space. The Library will not accept deliveries on behalf of the Meeting Room user.
- **Tobacco, Alcohol and Controlled Substances Prohibited:** The Library prohibits the use of tobacco, marijuana, alcohol and the illicit use of controlled substances on Library premises.
- **Use of Wall and Other Surfaces:** Banners, literature, photographs, signage or tables may not be placed anywhere outside of the Meeting Room. No materials may be affixed or adhered to the walls, ceilings, lights or windows.

## **6. Drop-In Use**

- When there is nothing is scheduled in the Meeting Room and no study rooms are available, members of the public may use the space for informal group meetings or quiet study.
- Drop-in usage is subject to all other rules and guidelines stated in this policy.
- As a courtesy to others, time is limited to a maximum of two hours per drop-in group.
- Drop-in users must sign up at the Information Desk.

## **7. Library Disclaimer**

- No Endorsement: Meeting in the Library does not in any way constitute an endorsement of a group's policies or beliefs by the Library Board of Trustees or Library staff.
- Right to Cancel: The Library reserves the right to reschedule confirmed meeting room reservations without notice in the event of an emergency or unexpected building closure. The Library shall use its best efforts to notify the users if the Library intends to cancel the use of the Meeting Room. The Library will refund all fees paid for a reservation cancelled by the Library.
- Hold Harmless:
  - The Library Board of Trustees, City of Wixom or their employees are not responsible for any equipment, supplies, materials, or other items brought into the Library by any group or individual.
  - All users agree to hold the Library harmless from any loss, damage, liability, costs and/or expense that may arise during or may be caused in any way by such use of the Library facility.

## **8. Violations**

The Library Director or the Director's designee may restrict access to Library facilities pursuant to the terms of the Library Violations Enforcement Policy.