

WIXOM PUBLIC LIBRARY  
POLICY STATEMENT

**MEETING ROOM**

**November 2005; revised September 2009; revised June 2010; revised May 2012; revised January 2020.**

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 relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events.

**Scheduling**

- Any person, group or organization may use the Meeting Room for educational, civic and cultural events. 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. All uses of the Meeting Room are subject to approval by the Library Director.
- An application for usage must be completed and signed by a representative of the organization who is at least 18 years old. If the Meeting Room Application is not received within 48 hours of the initial request, the tentative reservation will be released.
- Meeting Room usage is scheduled 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.
- 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 2 months in advance. The Library may ask individuals or groups to reschedule meetings in the event the Library Board of Trustees needs to schedule a special Library Board meeting or other Library event.
- 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.
- No group shall use the Meeting Room more than once per month unless approved by the Library Director.
- A request for usage of the Meeting Room must be made at least one week in advance. Subsequent requests may be made up to the date of the meeting provided all previous usage was in compliance with Library policy and the room is available.
- The Library reserves the right to cancel Meeting Room reservations without notice in the event of emergency, snow closings, or unsafe building conditions.

- The Library reserves the right to deny use of the Meeting Room to organizations or individuals who violate Library policies or rules of use.

### **General Guidelines for Use**

- All meetings must be open to the public.
- Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is prohibited.
- The Meeting Room is not available for private events or parties.
- Meeting Room use shall not be publicized in such a way to imply sponsorship by, or affiliation with, the Library sponsorship.
- Attendance is limited by the maximum room capacity of 30 people.
- No smoking or other open flame is permitted on Library premises.
- The Library prohibits the use of tobacco, marijuana, alcohol and the illicit use of controlled substances in the Meeting Room.
- No Refreshments are allowed in the Meeting Room.
- 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 Meeting Room must be left in a clean and orderly condition. Should there be damage to Library property following a meeting, the individual who signed the application for use will be billed for required cleaning or repairs.
- All outside material brought into the Library must be removed at the conclusion of the meeting. The Library cannot supply storage space.
- 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.
- Meeting Room use may not interfere with Library operations.
- Attendees at group meetings must comply with the Library's policies, including but not limited to the Patron Behavior Policy.
- 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. This listed adult must be on site during the reserved meeting time.
- 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.

### **Fees**

- NON-PROFIT ORGANIZATIONS (non-profit corporation, government entity, or other organization that has the primary purpose of supporting the cultural, educational and informational needs and interests of the community) are charged \$20 for each scheduled use of the Meeting Room up to four hours. Each additional hour after four hours is \$5 per hour.

- All other groups that do not meet the definition of non-profit organization or residential group are charged \$50 for each scheduled use of the Meeting Room up to four hours. Each additional hour after four hours is \$10 per hour.
- 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.
- 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 for any actual damage to the Meeting Room.

### **Use of Projection Equipment**

- Wireless Internet access, ceiling-mounted projector and screen are offered as a courtesy and do not affect the cost of the room reservation.
- Computers, video equipment, and associated cables are the responsibility of the user and are not provided by the Library.
- Library staff cannot always assist with equipment. Because technology evolves rapidly, users are strongly advised to make an appointment to test how outside equipment and software interacts with the projector in advance of use.
- Outside groups may not use the Meeting Room's Internet jack.
- The Library is not responsible for copyright infringement or licensing violations by projection equipment users.
- The Library does not guarantee the availability of wireless Internet service.

### **Drop-In Use**

- When no Library or other functions are scheduled in the Meeting Room, members of the public may use the space for informal group meetings or quiet study for no charge.
- Drop-in usage is subject to all other rules and guidelines stated in this policy as well as the Library's Patron Behavior Policy.
- The room is available on a first-come, first-served basis.
- As a courtesy to others, time is limited to a maximum of two hours per drop-in group.
- Users must sign in on the daily log posted on the door to the room.
- The door must remain open at all times during drop-in use.

### **Endorsement and Liability**

- 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.
- 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. Groups are responsible for any damage to the Library's equipment, room and/or furnishings. Repair costs will be paid by the sponsoring individual.

### **Violations**

The Library Director or the Director's designee may restrict access to Library facilities, including the Library Program Rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:
  1. *Initial Violation:* Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
  2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
- C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:
  1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.
  2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or

criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

- D. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Policy before their privileges may be reinstated. The Library reserves the right to reinstate with reasonable conditions.
- E. Damages: If the User violates the policy by causing damage to Library property, the User shall be assessed the actual costs.

### **Right of Appeal**

Users may appeal a decision in writing to the Library Director within 10 working days of the date of the letter stating why Library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.