

STURGIS PUBLIC LIBRARY MEETING ROOM POLICY

The Sturgis Public Library meeting rooms are available for use by local organizations, individuals or businesses. The rooms must be reserved by a Library staff employee and will be available for educational, cultural or public service activities. Maximum time limit for meeting rooms is three hours unless prior permission is approved. The Library reserves the right to limit the use by any one group to accommodate the many requests for the facility. Occasional exceptions or accommodations to this policy may be approved by Library Management on a case by case basis.

Seating arrangements are the responsibility of the group using the room. Chairs and tables must be returned to the previous set-up before leaving.

A cleaning deposit of \$20.00 is required. Deposit will be refunded if rooms are left in pre-rental condition.

Groups using the Library meeting rooms may not charge an admission fee or sell products or materials, with the exception of fees for community classes or to cover the cost of supplies.

Library meeting spaces will not be available for funeral, memorial services or religious gatherings.

Smoking, including e-cigarettes, and the burning of candles or other flames are not permitted. Additionally, diffusers, incense and oils are not allowed. Exceptions may be approved by staff discretion with prior notification.

STURGIS PUBLIC LIBRARY AVAILABLE MEETING ROOMS INCLUDE:

Community Room: A (West) + B (East) (seats up to 80 people; room can be divided for groups under 40 people. Refreshments are allowed). Users need to allow time to set-up the room, and to pick up and restore the room to arrival condition before leaving. Seating arrangements are the responsibility of the group using the room.

ABSOLUTELY NOTHING MAY BE ATTACHED TO ANY OF THE WALLS INCLUDING THE ROOM DIVIDER WALL. THIS INCLUDES BUT IS NOT LIMITED TO THE USE OF TACKS, PINS, TAPE, ETC.

Several organizations (with annual approval by the Sturgis Public Library Board of Trustees) have been authorized to use the meeting room after scheduled Library hours. Those organizations must ensure all individuals have exited the building and the doors are securely locked.

AV System: Users are asked to request access to the AV System when reserving the room and to become familiar with the operation procedures. Advance notice is required when staff assistance with the Library sound system and visual equipment is requested. A deposit or

Driver's License may be required to check out the Library's computers (not available for after hour use), cables, Barcos, microphones, or remotes. Please ensure that microphones and equipment are turned off after use.

Kitchen: The kitchen, which is not a certified commercial kitchen, is available for use after a waiver of responsibility is signed. Generally, kitchen use is limited to serving catered meals and providing beverages. Alcoholic beverages may be considered but must be approved by Library supervisory staff prior to the room reservation. If a user is approved for preparing and serving food, an additional deposit of \$100.00 is required. Menus must be included with the reservation application for prior approval. Each group must provide all food, beverages, tablecloths, napkins, cups, utensils, etc., and is responsible for cleanup. Food and beverages are restricted to the meeting room only.

Main Floor Quiet Room: The "Quiet" Room is designed as a quiet area for patrons needing an area for fussy or over-stimulated individuals, nursing mothers, occasional cell phone conversations or online interviews. The "Quiet" Room cannot be reserved. However, it is available upon request through a Library Staff employee at which time the door access will be assigned.

Main Floor Study (seats 2-4). Priority of the Main Floor Study is for testing and staff proctoring. Students studying, personal computer usage or patrons needing to use their cell phones will be allowed use of this room if testing is not scheduled.

The Lushbough Room (2nd floor, seats 10). This room is available by registration at the circulation desk for small group meetings and for individuals needing a quiet space. Food and beverages are NOT allowed except with prior permission. Access to the unique collections in this room are permitted by request through library staff.

Outside Patio (2nd floor, seats 14, maximum capacity is 70). Advance reservation is required for use of the outside patio. Meetings and/or events will be held during regular Library hours. Meeting/events MUST be concluded no later than 15 minutes prior to Library closing so participants have exited the facility by closing time. Refreshments are allowed, as is the gas grill (with staff approval). Cleanup is the responsibility of the people using the patio. Upon request, a building staff member will provide access to awnings.

It is understood that the public will be welcomed at all meetings of non-profit organizations. In accordance with the Library Bill of Rights, a person's right to use a library should not be denied or abridged because of origin, age, background or views. Any group requesting to use the Library must adhere to Library Policies. The fact that a group is permitted to meet in the Library does not in any way constitute an endorsement of the groups' policies or beliefs.

Any behavior considered inappropriate in the Library will not be tolerated. Group members are responsible for the supervision of their children while using the meeting rooms.

Revised: 15 July 2020