

Meeting Room Policy

Baldwin Public Library Birmingham, MI

Purpose:

Meeting rooms in the Baldwin Public Library serve a number of functions for the community. They provide space for Library activities and programs, Friends of the Library, City of Birmingham, or other organizations affiliated with the Library. The meeting rooms are also available for rent to the public with appropriate fees being charged.

The meeting rooms are made available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to meet at the Library does not in any way constitute or imply endorsement of the user's policies or beliefs by Library staff, Library Board, or City of Birmingham.

The Library reserves the right to deny use of the Library and meeting rooms to any group should the use conflict with Library service or lead to disturbances.

Groups shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of the group from the Library. Violators are also subject to prosecution for any violations of any local ordinances and state or federal law. A person or group who is asked to leave the Library for violating the Meeting Room Policy is not entitled to a refund for their fee.

General Regulations and Guidelines:

1. The Library administration authorizes the use of the rooms and maintains the schedule. Meeting room availability can viewed online at <http://www.baldwinlib.org/reserve-a-room>.
2. Library programs and library-related services, meetings and events have first priority for scheduling use of the facilities.
3. The Library is not liable for injuries to people or damage to property, individuals or organizations using the meeting rooms.
4. Baldwin's meeting rooms can accommodate small groups up to groups of 120 people. Rooms for rental include the Rotary Room, the Donor Room, the Jeanne Lloyd Room, and the Board Room.
5. Those residing in Birmingham or Baldwin's contract communities will be charged either a non-profit rate or a for-profit rate. Those residing outside of Birmingham or Baldwin's contract communities are charged a non-resident rate for room rentals.

6. Schedule of fees: Prices per each four (4) hours of use. Four (4) hour minimum charge based on room set-up requirements. If reserved time is more than four hours, the fee is for eight (8) hours.

<i>Room Rentals</i>	<i>Resident & Contract Non-profit rate</i>	<i>Resident & Contract For-profit rate</i>	<i>Non-resident rate</i>
Lecture Style (chairs only)			
<u>One Room</u>			
1-24 people	\$30 per 4 hours	\$60 per 4 hours	\$75 per 4 hours
25-39 people	\$50 per 4 hours	\$100 per 4 hours	\$125 per 4 hours
<u>Two Rooms</u>			
40-75 people	\$70 per 4 hours	\$140 per 4 hours	\$175 per 4 hours
over 75 people	\$80 per 4 hours	\$160 per 4 hours	\$200 per 4 hours
Classroom Style (tables and chairs facing forward)			
<u>One Room</u>			
1-24 people	\$40 per 4 hours	\$80 per 4 hours	\$100 per 4 hours
<u>Two Rooms</u>			
25-50 people	\$80 per 4 hours	\$160 per 4 hours	\$200 per 4 hours
Conference Style (tables with chairs all around)			
1-30 people	\$40 per 4 hours	\$80 per 4 hours	\$100 per 4 hours
31-60 people	\$80 per 4 hours	\$160 per 4 hours	\$200 per 4 hours

Use of Kitchen: \$20 per event (must also rent adjoining Donor Room)

Computer Lab (12 person lab): \$75 for each 4 hours of use

Security/Cleaning deposit: A security/cleaning deposit equal to room rental rate may be charged. This fee will be returned once it is determined that compliance to all policies and guidelines was satisfactorily met.

Equipment and Supplies

- Coffee per 10 cup pot	\$15 per 10 cup pot
- Hot tea per 10 cup pot	\$10 per 10 cup pot
- Video Projector	\$25 per 4 hours
- Overhead Projector	\$10 per 4 hours
- Slide Projector	\$10 per 4 hours
- Conference Phone	\$10 per 4 hours
- Flipchart/Whiteboard	\$10 per 4 hours

7. If a meeting is cancelled by a group one week prior to the scheduled event, the meeting can be rescheduled or the rental fee can be refunded. If a meeting is cancelled due to a Library conflict, the meeting can be rescheduled or the rental fee will be refunded.
8. Banners, literature, photographs or signage may not be placed anywhere in the Library without the permission of the Library administration. Tape cannot be applied to walls.
9. Fundraising activities by non-profit groups must receive prior approval from the Library Director.
10. Political organizations may use the meeting rooms provided meetings do not include fundraising. They may include business meetings, issue discussions, and candidate forums.

11. Meeting rooms are generally available during the following hours.

Monday through Thursday	9:30 am – 9:00 pm
Friday through Saturday	9:30 am - 5:30 pm
Sunday	12:00 pm – 5:00 pm

Earlier starting times or later ending times may be available if arranged and approved in advance by the Library. Meeting room use, including clean up, must end before the Library's closing time.

12. Refreshments may be served although alcoholic beverages are not permitted. Coffee and/or tea can be provided by the Library for a fee (see pricing above). Any group who has a meal catered or who brings in refreshments should place all trash in a proper trash receptacle before leaving the building.
13. The Library is a smoke-free, flame-free building. Candles and sterno warmers cannot be used.
14. Reservations for meetings will be accepted up to six months in advance. The Library Director reserves the right to limit the usage or frequency of its meeting rooms, to cancel reservations, and to review any or all applications before granting approval.
15. Groups cannot charge an admission or registration fee and cannot sell goods or services. Non-profit and social agencies may charge cost recovery fees for their event.
16. Minors may use meeting rooms as long as they can meet all meeting room requirements. The contract must be signed by an adult, age 21 or older, who becomes the responsible party and must remain present for the duration of the rental.
17. Groups using a meeting room shall remove all items from the room and leave the room in the same condition as it existed prior to the meeting.
18. Groups are responsible for any and all damage caused by meeting attendees or others associated with the meeting.
19. A copy of these rules and regulations will be provided to all persons who rent one of the meeting rooms. Violation of this policy and the guidelines can result in the future inability to rent rooms.

Publicity:

The Library maintains a calendar of confirmed meeting dates which is available to the public either in the administrative office of the Library or online at <http://calendar.baldwinlib.org>. Groups must be willing to have notice of their booking appear on the Library calendar. The Library will answer general questions from the public about times and room locations for meetings taking place at the Library.

The name, address or phone number of Baldwin Public Library may not be used as the official address or headquarters of any organization except those affiliated with the Library.

The use of meeting rooms by a non-library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.

Payment of Fees:

A Meeting Room Contract must be completed and returned with appropriate fees before the room reservation will be considered final. If applying as a non-profit, proof of non-profit status may be requested by the Library. Room set-ups and equipment requests must be included with the Room Reservation Contract and payment must be made one week prior to the meeting.

Payment may be made by cash, credit card (Visa, Mastercard, or Discover accepted), or by check payable to Baldwin Public Library.

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