

Meeting Room Policy

Baldwin Public Library Birmingham, MI

Purpose:

Meeting rooms in the Baldwin Public Library provide an opportunity for bringing together the resources of the Library and the activities of the community for educational, cultural, civic, intellectual, and charitable purposes.

The primary purpose of the meeting rooms is for Library activities, including programs presented by Library staff or by Friends of the Library and other organizations affiliated with the Library. The public may use the room for a fee when it is not needed for Library programming.

The resident members of our service area, Birmingham, Beverly Hills, and Bingham Farms, will be eligible for resident fees when scheduling the meeting rooms. 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, beliefs or imply endorsements of the user's policies, beliefs or programs by the Library staff, Board of Directors or City of Birmingham.

Appropriate fees will be charged to all groups unless a program partner of the Library.

People and organizations not connected with the Library that rent a meeting room may not charge an admission fee or a registration fee. They may not sell commercial goods or services in the Library nor in any of the Library meeting rooms. Fundraising events by non-profit groups are allowable.

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

Groups shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of the groups from the meeting room and Library. Violators are also subject to prosecution for any violations of any local ordinances and state or federal law. Under no circumstance is any person/group who is asked to leave the library for violating the Meeting Room Policy or the Meeting Room Guidelines entitled to a refund for their fee, regardless of the reason.

General Regulations and Guidelines:

1. The Library administration authorizes the use of the rooms and maintains the schedule.
2. Library programs and library-related services, meetings and events have first priority for scheduling use of the facilities. Other applications will be considered on a first-come-first served basis. Meeting room programs must not interfere with library operations.
3. The Library is not liable for injuries to people or damage to property, individuals or organizations using the meeting rooms.
4. In accordance with fire marshal regulations, maximum attendance is limited to 125 people in the lower level meeting rooms and 60 in each half of the room, 45 people in the Jeanne Lloyd Room, and 15 people in the Board Room. People who violate the maximum room load will be asked to leave the room and will forfeit their deposit.
5. The Board Room is only scheduled when appropriate supervision is available and other meeting space is filled.
6. A "Meeting Room Contract" must be completed and returned with appropriate fees before the room reservation will be deemed final. If applying as a non-profit, proof of the entity's non-profit status must be included with the meeting room application. Room set-ups and equipment requests must be included with the Room Reservation Contract and payment must be received by the Library one week prior to the meeting. Last minute requests and changes cannot be accommodated.
7. Residents can schedule meeting rooms at the non-profit rate for non-business purposes. All profit groups and non-residents using one of the meeting rooms pay the profit rate.
8. Schedule of fees: (4 hour minimum charge due to room set-up requirements)

Room Rentals:	For non-profit groups	For profit groups
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Lecture style-chairs only

1-14 people	\$29 for each 4 hrs of use	\$55 for each 4 hrs of use
15-34 people	\$40 for each 4 hrs of use	\$80 for each 4 hrs of use
35-40 people	\$55 for each 4 hrs of use	\$110 for each 4 hrs of use
40-75 people	\$70 for each 4 hrs of use	\$140 for each 4 hrs of use
over 75 people	\$80 for each 4 hrs of use	\$150 for each 4 hrs of use

Classroom style-tables and chairs forward facing only

One room:		
1-24 people	\$40 for each 4 hrs of use	\$80 for each 4 hrs of use

Two rooms:
25-50 people \$80 for each 4 hrs of use \$160 for each 4 hrs of use

Conference style-tables with chairs all around

1-30 people \$40 for each 4 hrs of use \$80 for each 4 hrs of use
31-60 people \$80 for each 4 hrs of use \$160 for each 4 hrs of use

If refreshments are served: \$10.00 per each group of 15 people clean up charge

Use of Kitchen - \$20.00 per event (available if already renting adjoining room)
Computer Lab (12 person lab) - \$100 for 4 hours of use

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

Equipment and Supplies:

Coffee per 36 cup pot \$35 each set up
Hot tea per 20 cup pot \$15 each set up

Video Projector \$25.00 per four hours
Overhead Projector \$10.00 per four hours
Slide Projector \$10.00 per four hours
Conference Phone \$10.00 per four hours
Flipchart/Whiteboard \$10.00 per four hours (no markers available)

9. Extended hours

If a meeting extends beyond normal hours of operation, the group will be charged \$25.00 per 15 minutes.

If a meeting is cancelled by the group, fees are non-refundable. If a meeting is cancelled due to Library conflict, the fees will be refunded.

10. Do not move tables and/or equipment. Our set-ups conform to the Fire Marshal's regulations concerning numbers of chairs, tables, location of equipment and fire aisles.
11. Using equipment, including extension cords, not supplied by the Library is prohibited, as all equipment in the Library must conform to fire and safety standards.
12. The Library will make every effort to notify scheduled users of the unavailability of the meeting rooms in case of emergencies.
13. Banners, literature, photographs or signage may not be placed anywhere in the Library without the permission of the Library administration. Display easels can be provided if requested in set-up. Do not apply tape to walls or remove Library wall hangings.

14. Fundraising activities by non-profit groups must receive prior approval from the Library Director.
15. Political organizations may use the meeting rooms provided meetings do not include fund raising. They may include business meetings, issue discussions and candidate forums.
16. Meeting rooms are available only during the following hours.

Mon-Thursday	9:30 a.m. - 8:45 p.m.
Fri – Sat	9:30 a.m. - 5:15 p.m.
Sun	12:00 p.m. - 4:45 p.m.

Meeting room use, including clean up, must end before the Library's closing time.
17. The Library reserves the right to retain \$25.00 per 15 minutes of security deposit if staff has to stay late to accommodate meeting groups or the costs for any needed repairs or cleaning.
18. Refreshments may be served, but not alcoholic beverages. Coffee can be provided by the Library for a fee (see schedule). 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.
19. The Library is a smoke free, flame free building (no candles or sterno).
20. Reservations for meetings will be accepted up to three months in advance. The Library Director reserves the right to limit the frequency of use of its meeting rooms, to cancel reservations and to review any or all applications before granting approval.
21. Charging for admission is not allowed, nor may items be sold. Non-profit and social agencies may charge cost recovery fees for their event. Educational courses conducted by non-profit agencies may charge fees for learning materials or course credits, but the program must be open for observation to members of the public who don't pay fees.
22. Minors may use meeting rooms as long as they can meet all meeting room requirements. The Contract must be signed by an adult, age 18 or older, who becomes the responsible party.
23. The Library cannot supply storage space. Materials left after the end of a meeting will be discarded. 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.

24. Caterers are to arrive, depart and pick up their equipment only during the time scheduled for the meeting room. Candles and sterno warmers are not allowed.
25. Groups are responsible for any and all damage caused by meeting attendees or others associated with the meeting.
26. All groups shall keep noise to a minimum so as not to disturb others in the Library.
27. 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 will result in the future inability to rent rooms.

Publicity:

The Library maintains a calendar listing of confirmed meeting dates which is available to the public either in the administrative office of the Library or on the website www.baldwinlib.org. All groups must be willing to have notice of their group appear on the Library calendar. The Library will answer general questions about time and room location for the public.

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 the meeting room 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:

Payment must be made one week prior to your meeting date. A completed and signed Meeting Room Contract must accompany payment. Payment may be made by credit card (Visa or Mastercard only) or by check payable to The Baldwin Public Library. All rates are for four (4) hour increments. If reserved time is more than four hours, the fee is for eight (8) hours.

Adopted by the Baldwin Public Library Board Feb. 16, 2004
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