

# Meeting Room Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

## **Purpose:**

Meeting rooms in the Baldwin Public Library (hereafter known as the Library) serve a number of functions for the community. They provide space for Library activities and programs, the Friends of the Library, the City of Birmingham, and 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 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, the Library Board, or the City of Birmingham.

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

Groups shall abide by all applicable laws, ordinances, codes, and other Library policies while using the meeting rooms. 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 or 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 of their fee.

Groups interested in renting a meeting room must return a completed meeting room contract. The contract must be submitted by the responsible party who will remain present for the duration of the rental.

## **General Regulations and Guidelines:**

1. The Library administration authorizes the use of the rooms and maintains the schedule. Meeting room availability as well as the contract can be viewed online.
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. Those residing in Birmingham or the Library's contract communities will be charged either a non-profit rate or a for-profit rate. Those residing outside of Birmingham or the Library's contract communities are charged a non-resident rate for room rentals.

- Schedule of fees: Prices are determined per each four (4) hours of use. There is a four (4) hour minimum charge based on room rented. If the reserved time is more than four (4) hours, the fee is prorated to the nearest half hour.

	Resident & Contract Non-profit Rate	Resident & Contract For-profit rate	Non-resident rate
Delos Board Room	\$30	\$60	\$75
Jeanne Lloyd Room	\$40	\$80	\$125
Tribute or Donor	\$40	\$80	\$125
Full Rotary Room (Tribute & Donor)	\$80	\$160	\$200
Computer Lab	\$75	\$75	\$75

Equipment and Supplies:

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

Coffee (10 cup pot)	\$15
Hot tea per (10 cup pot)	\$10
Video Projector	\$25
Conference Phone	\$10
Whiteboard	\$10

The rental of any other space in the Library will be considered on a case-by-case basis.

- 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. Meetings cancelled by a group less than one week prior to the scheduled event will be refunded 50% of their fee.
- 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
- Fundraising activities by non-profit groups must receive prior approval from the Library Director.
- Political organizations may use the meeting rooms provided meetings do not include fundraising. They may include business meetings, issue discussions, and candidate forums.
- Meeting rooms are available only during the following hours.

Monday through Thursday

9:30 a.m. - 8:45 p.m.

Friday through Saturday  
Sunday

9:30 a.m. - 5:15 p.m.  
12:00 p.m. - 4:45 p.m.

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

11. Refreshments may be served, but not alcoholic beverages. Coffee and/or tea 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.
12. The Library is a smoke-free, flame-free building. Candles, electronic cigarettes, and sterno warmers cannot be used.
13. Reservations for meetings will be accepted up to six 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.
14. 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.
15. 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, and must remain present for the duration of the rental.
16. Groups using a meeting room shall remove all items from the room and leave the room in the same condition it was prior to the meeting.
17. Groups are responsible for any and all damage caused by meeting attendees or others associated with the meeting. Damages will be determined by the Library Director and his or her designee. The person or organization will receive a notice of the assessment including itemized damages within 14 days.
18. 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 of confirmed meeting dates which is available to the public either in the administrative office of the Library or online. 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 the 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, American Express, or Discover accepted), or by check payable to Baldwin Public Library.