

# 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 (BPL) serve a number of functions for the community. They provide space for BPL activities and programs, the Friends of the Library, the City of Birmingham, and other organizations affiliated with BPL. 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 BPL does not in any way constitute or imply endorsement of the user's policies or beliefs by BPL staff, the Library Board, or the City of Birmingham.

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

Groups shall abide by all applicable laws, ordinances, codes, and other BPL policies while using the meeting rooms. Violations of any regulation may result in the immediate removal of the group from BPL. 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 BPL 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. BPL Administration authorizes the use of the rooms and maintains the schedule. Meeting room availability as well as the contract can be viewed online. BPL reserves the right for staff members to enter a room at any time.
2. BPL programs and library-related services, meetings and events have first priority for scheduling use of the facilities.
3. BPL is not liable for injuries to people or damage to property, individuals or organizations using the meeting rooms.
4. All organizations, businesses, and private individuals hosting meetings at BPL will uphold high ethical standards without regard to race, color, religion, sex, age, national origin, disability, or other protected status.
5. 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.

<b>Rental Space</b>	<b>Rate</b>
Delos Board Room	\$30
Jeanne Lloyd Room	\$40
Rotary Tribute or Donor Room	\$40
Full Rotary Tribute & Donor Room	\$80

Equipment and Supplies (includes basic support of BPL-supplied equipment):

Use of Kitchen	\$20 (For Donor Room only)
Coffee (10 cup pot)	\$15
Hot tea per (10 cup pot)	\$10
Video Projector	\$25
Conference Phone	\$10
Whiteboard	\$10

Activities are limited to the room rented. The rental of any other space in BPL will be considered on a case-by-case basis.

- Meeting rooms are generally available during the following hours.

Monday through Thursday	9:30 a.m. - 8:45 p.m.
Friday through Saturday	9:30 a.m. - 5:15 p.m.
Sunday	12:00 p.m. - 4:45 p.m.

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

- 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 BPL 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. BPL reserves the right to cancel any reservation at any time. BPL is not responsible for any fees incurred due to a cancelled reservation. If BPL Administration denies the application for failure to conform to this policy, the applicant may submit a written appeal to the Library Board within five (5) business days of the Library Director's decision. The decision of the Library Board, on a timely written appeal, shall be final.

In the event of a no-show by the rental group, the room will be held for 30 minutes. If BPL Administration has not been notified of a cancellation, the room may be released for other use.

- Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum seating for the meeting room.

### Maximum Room Capacity

	Lecture Set-up	Classroom Set-up	Conference Set-up
Delos Board Room	N/A	N/A	12
Jeanne Lloyd Room	40	20	20
Rotary Tribute or Donor Room	35	20	20
Full Rotary Tribute & Donor Room	100	48	40

Jeanne Lloyd Room setup options and capacity:

- Lecture style (chairs only, **maximum 40 seats**)
- Classroom style (2 chairs one side of table, **maximum 10 tables/20 seats**, including presenter table)
- Conference style (tables in U formation, **maximum 10 tables/20 seats** around outside perimeter, including presenter table)

Tribute or Donor Room setup options and capacity:

- Lecture style (chairs only, **maximum 35 seats**)
- Classroom style (seated at tables, **maximum 10 tables/20 seats**)
- Conference style (tables in U formation, **maximum 10 tables/20 seats** around perimeter, including presenter table)

Full Rotary Room setup options and capacity:

- Lecture style (chairs only, **maximum 100 seats**)
- Classroom style (seated at tables, **maximum 20 tables/40 seats**, including presenter table)
- Conference style (tables in U formation, **maximum 20 tables/40 seats** around perimeter, including presenter table)

9. Reservations for meetings will be accepted up to six months in advance. BPL Administration 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.
10. Banners, literature, photographs, or signage may not be placed anywhere in BPL without the permission of BPL administration. Tape cannot be applied to walls.
11. Fundraising activities by non-profit groups must receive prior approval from the Library Director or the Director's designee.
12. Refreshments may be served although alcoholic beverages are not permitted. Coffee and/or tea can be provided by BPL 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.

13. BPL is a smoke-free, flame-free building. Candles, electronic cigarettes, and sterno warmers cannot be used.
14. Political organizations may use the meeting rooms provided meetings do not include petitions or fundraising. They may include business meetings, issue discussions, and candidate forums.
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, who 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. If paint or glue will be used during the rental, the renter is responsible for providing table coverings and immediately cleaning any spills. Glitter is not permitted for use during rentals.
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 or the Director's designee. The person or organization will receive a notice of the assessment including itemized damages within 14 days. The signee of the Meeting Room Contract is responsible for facilitating remittance for damages.
18. Any outstanding fees must be paid before additional reservations will be accepted.
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 will result in the future inability to rent rooms.
20. Changes to the Room Rental contract, including the requested setup, must only be made by the signer of the contract.

**Publicity:**

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

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

The use of meeting rooms by a non-BPL group shall not be publicized in such a way as to imply BPL 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. 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.

BPL may not be able to accommodate last minute change requests.

*Meeting Room Policy adopted by the BPL Board February 16, 2004. Revised April 22, 2004, March 20, 2006, November 20, 2006, January 22, 2007, April 21, 2008, June 15, 2009, June 21, 2010, December 15, 2014, January 19, 2022, February 24, 2025*

Payment may be made by cash, credit card (Visa, Mastercard, American Express, or Discover accepted), or by check payable to Baldwin Public Library. BPL will bill the applicant for any bank fees related to a cancelled check.