

## **SER 107 MEETING ROOM POLICY**

June 20, 2018

1. Library meeting rooms may be reserved for the use of organizations and groups from the community which agree to abide by the following guidelines and which file an "Application for Use of Meeting Rooms". Only individuals with a current full-service adult Capital Area District Libraries card may reserve meeting room space.
2. Groups wishing to use a meeting room shall fill out an application at least 48 hours prior to use. The application must be submitted at the location being requested. The applicant must produce a current full-service Capital Area District Libraries card which must be in good standing at the time of the room use. The applicant must be present during the meeting/event. Applicant will be notified within 48 hours if their date(s) cannot be accommodated.
3. Rooms may only be booked for use during regular library hours. Rooms shall be vacated at least 15-30 minutes prior to the closing of the facility.
4. Rooms are available to non-profit organizations for educational, cultural and civic purposes. Profit making organizations may use the rooms on a limited basis for meetings or training sessions. Programs involving the sale, advertisement or promotion of commercial services are prohibited.
5. The sale of any goods must be approved in advance by the head librarian. The library is not responsible for any merchandise and library staff members will not assist with the sale.
6. Admission fees may not be charged and monetary donations may not be solicited or collected at any event.
7. The CADL cardholder must secure all necessary performance licenses if showing a film, videotape, presenting musical performances, or using a computer program and must agree to indemnify the library for any damages incurred because of his/her failure to do so.
8. A portable projector is available to check out at South Lansing, Haslett, Okemos and Downtown Lansing Libraries for in-meeting room use. See application for details.
9. Programs and exhibits may not disrupt the use of the library by others. Persons in the room are subject to all library rules and regulations. All groups using a room must be under adequate adult supervision with an adult in attendance at all times.
10. Light refreshments may be served. The group must provide its own equipment for serving and preparation. Alcoholic beverages may not be served. No food or beverages are allowed in the Downtown Lansing Library auditorium. The group must agree to indemnify and hold the library harmless for any damages incurred in connection with the group's serving and preparing of light refreshments.

11. Room set-up is the responsibility of the applicant. Interior surfaces may not be defaced by use of inappropriate materials such as tacks or tape. The room, furniture and equipment must be returned to their original condition after use. The CADL cardholder reserving the room will be billed for any damage they cause to the room, furniture, or equipment. The library assumes no responsibility for materials on display or left in the building by users. The CADL cardholder is responsible for supervision and security.
12. The CADL cardholder reserving the room shall sign a written document agreeing to indemnify and hold harmless Capital Area District Libraries, its agents and representatives, from any suits, actions, claims or demands arising out of any injuries or damages sustained by any person as result of the use of the room, its furnishings or equipment.
13. By applying for use of a room the sponsoring group acknowledges that its activity is not sponsored by the Capital Area District Libraries and agrees that it will not identify Capital Area District Libraries as a sponsor in any literature or publicity. Any publicity intended for the public must contain the following disclaimer: "This presentation is not sponsored by Capital Area District Libraries." Any publicity materials that include the library's name or logo, must be approved prior to use by the Marketing and Communications department of Capital Area District Libraries.
14. The Library, in its sole discretion, reserves the right to withdraw permission for the use of any room. If the library withdraws permission, notice will be given to the applicant within a reasonable time. Library activities have priority over those of any other institution or organization.
15. Rooms may be reserved no more than three months in advance and may be limited to two times per month per group, individual or organization. Exceptions will be considered upon receipt of a written request. If cancellation of the event/program is necessary, please notify the library no later than 48 hours in advance of the event/program. Future use of the room may be restricted if contact is not made.
16. Occasionally situations arise when exceptions need to be made for unusual circumstances. In those cases, the Executive Director or designee may authorize exceptions as needed. CADL has the right to limit the use of meeting rooms based on demand.

**CAPITAL AREA DISTRICT LIBRARIES  
MEETING ROOM APPLICATION**

1. Name of Organization: \_\_\_\_\_
2. Full name of CADL cardholder seeking application for group: \_\_\_\_\_
3. Library card number of applicant: \_\_\_\_\_
4. Room requested: \_\_\_\_\_
5. Meeting date(s): \_\_\_\_\_
6. Time – beginning and ending: \_\_\_\_\_
7. Purpose of use: \_\_\_\_\_
8. Will participants pay to attend the event? Yes \_\_\_\_\_ No \_\_\_\_\_
9. The following items will be sold: \_\_\_\_\_
10. Approximate number present: Children \_\_\_\_\_ Adults \_\_\_\_\_
11. The applicant, who will be in charge of the event, is 18 years of age or over.
12. The applicant represents that he/she has authority to sign this application on behalf of the organization listed in paragraph 1, above, and to bind the organization to the terms and conditions governing the use of the facility.
13. The applicant holds a current full-service Capital Area District Libraries card in his/her name. The card must be in good standing at the time of room use.
14. The following is available for checkout for in-meeting room use.

Digital Projector Kit (includes cords and adapters to support HDMI input; no external sound system; see instructions for details)

Do you wish to check out the kit? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, do you need staff technical assistance? \_\_\_\_\_ Yes \_\_\_\_\_ No

Staff technical assistance is available by scheduling an appointment in advance. Contact the head librarian for an appointment.

15. He/she agrees that he/she will be responsible to Capital Area District Libraries for use and care of library property. He/she further agrees that the activities will conform to those stated in this application.
16. Applicant agrees to include the following disclaimer on promotional material intended for the public: "This presentation is not sponsored by Capital Area District Libraries."
17. In consideration for the use of Capital Area District Libraries facilities, he/she agrees for himself/herself and on behalf of the organization to release and indemnify and hold harmless Capital Area District Libraries, its officers, agents, and employees against any and all loss, damage, and for any liability that may be suffered or incurred by the library, its officers, agents and employees, caused by, arising out of, or in any way connected with the use by the undersigned of Capital Area District Libraries facility. The undersigned warrants and represent that it has the authority and permission to enter into this agreement for and on behalf of the organization and its individual members.
18. The applicant has read 'SER 107 Meeting Room Policy', adopted April 19, 2017 and agrees to obey each rule.

Signature of applicant: \_\_\_\_\_

Name (please print or type): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address/Alternate contact: \_\_\_\_\_

**FOR INTERNAL USE ONLY**

VERIFIED CARD STATUS

APPROVED

PLACED EVENT ON INTERNAL CALENDAR

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_