

OSCODA COUNTY DISTRICT LIBRARY COMMUNITY ROOM POLICY

PUBLIC USE OF LIBRARY COMMUNITY ROOM

Oscoda County District Library values the pursuit of individual and community goals by ensuring the open exchange of materials and ideas. In support of our values and our mission, the Library makes available a Community Room for public use which supports and furthers our mission.

The Library reserves the right to deny use of the Library and Community Room to any group should the use conflict with Library services or lead to disturbances.

Public use of the Community Room is subject to availability and compliance with the terms of this policy. When the Community Room is not being used by the Library, Literacy Council, Mio Study Club or Library-sponsored or co-sponsored events, the space will be made available to the public on equal terms.

Although the Library will make every effort to avoid scheduling Library-sponsored or co-sponsored events which conflict with previously scheduled public uses of the Community Room, in the event that such conflicts arise, the Library event will supersede the public use.

The Community Room is to be used for general information, educational, cultural and civic needs, including activities such as discussion organizations, panels, forums, lectures, conferences, seminars, and meetings. The Community Room is intended to host organized meetings and is not available for party-type functions. No commercial, sales, or profit-making use of the Community Room is allowed.

To insure or promote the accessibility of the Library Community Room to a wide variety of community organizations, and so that the entire community may have opportunity to make use of the limited facilities available, no applicant may reserve the room for more than twenty-four (24) meetings per year, with the exception of programming for youth in the county.

General Regulations and Guidelines:

1. Library programs and Library-related services, meetings and events have first priority for scheduling use of the facilities.
2. Persons, organizations, groups, or businesses using the Community Room agree to hold the Oscoda County District Library harmless from any injury, loss, damage, liability, costs or expense that may arise during, or be caused by, use of the Library facilities or grounds.
3. Applicants must be eighteen (18) years old. Applicant may be required to provide photo identification if asked.
4. The Community Room will be inspected after each use. The applicant will be billed for the cost of cleaning, repair, or staff time if the room is not cleaned to the satisfaction of the Library Director (or designee), if there is damage, or if the tables and chairs are not folded, stacked, and put away as required. The room will be left in the same condition as it existed prior to the meeting.
5. Applicants requesting meeting facilities for a series of meetings must submit, in writing, a list of specific dates and times. The Library reserves the right to limit the number of reservations (no

more than 1 per week) by any applicant so that all organizations may have a fair opportunity to use the Community Room, see General Regulations and Guidelines. If a recurring reservation is not used two times consecutively, all remaining reservations will be canceled and the applicant will be so notified and charged accordingly.

6. Banners, literature, photographs or signage may not be placed anywhere in the Library without permission of the Library Director or designee. Tape, tack(s), or sharp objects cannot be applied to walls.
7. Users shall not distribute personal or organization literature, brochures and other materials to Library patrons outside of the meeting room in the Library building. Persons or organizations using the Community Room shall not leave printed materials on Library property without prior approval of the Library Director.
8. The Library provides a large screen, television and DVD player for use in the Community Room. However, the Library is not responsible for connecting or troubleshooting personal computers, electronic, or communication equipment brought to the Library by room users.
9. The Library is not responsible for materials or equipment brought to or left in the facility or on the grounds by users. The Library is not able to provide storage space for materials or equipment between meetings. Items left in the Community Room will be moved to Lost and Found or discarded. Applicants using the Community Room shall remove all items from the room.
10. Political organizations may use the Community Room provided meetings do not include fundraising. They may include business meetings, issue discussions, and candidate forums.
11. Community Room is generally available during the following hours:

Monday through Thursday	9:00 am – 9:00 pm
Friday	9:00 am – 6:00 pm
12. Refreshments may be served although alcoholic beverages are ***not*** permitted. The kitchenette is for serving beverages, light refreshments, and meals which are catered, or prepared elsewhere. Catering supplies and equipment must be stored in the kitchenette at all times. The kitchenette must be cleaned thoroughly after use and trash must be removed. No food or beverages shall be left behind.
13. Kitchenette does not include use of the Library's dishes, cups, silverware, and paperware.
14. The Library is a smoke-free, flame-free building. Candles, incense, and sterno warmers ***cannot*** be used.
15. Reservations will be accepted up to three months in advance.
16. Applicants cannot charge an admission fee and cannot sell goods or services.
17. Applicants are responsible for any and all damage caused by meeting attendees or others associated with the meeting.
18. Library staff may observe any event at any time.

19. Meetings must comply with Open Meetings Act and all meetings are open to the public.
20. No Interference with Library Operations – Public use of the Community Room may not interfere with the library’s operation or disturb other library users. Community Room users must observe the Library’s Code of Conduct and all Library policies (furnished upon request).
21. Parents must supervise juvenile organizations, with a ratio of no less than one parent per 10 children.
22. In the event of inclement weather, utility outage, or other emergency, the Library Director may cancel scheduled meetings. If cancellation becomes necessary, the Library need only notify the applicant who made the application. In the event of such a cancellation, the Library shall have no liability for any loss or expense if the applicant chooses not to reschedule. A refund will be issued or applied to a rescheduled date.
23. The Library Board of Trustees reserves the final authority to approve or deny applications for use of the Community Room.
24. It is the responsibility of the organization using the Community Room to pick up the key code during normal Library operating hours. A key code may be obtained from the Library not more than one (1) day in advance of the event. When the meeting ends after normal Library hours, it is the responsibility of the organization to lock the outside door.

Violation of this policy may result in denial of the applicant’s future use of the room.

Fee Structure:

1. If the Community Room is not cleaned to the satisfaction of the Library Director, or designee, a minimum of \$50.00 will be billed after the meeting, with an itemized bill provided to the applicant.
2. If staff call-in is required to open the building, a \$15.00 charge will be applied, and billed to the applicant.
3. Cancellation and any changes in times or services needed for the Community Room by any applicant must be made via letter, email, or phone at least 48 hours prior to the scheduled meeting date or the organization will be subject to an additional fee of \$50.00.
4. Any fee may be waived at the discretion of the Library Director. If a fee is not paid within 30 days of billing, the organization will forfeit their future use of Library Community Room.
5. All fees must be paid at time the application is submitted.

Category 1	No Charge	Library uses and co-sponsored	Library sponsored or co-sponsored
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		programs	cultural events, Library programming and Library educational events, Literacy Council, Mio Study Club
Category 2	No Charge	Oscoda County Resident-Educational, Cultural, Informational or Governmental/Civic Activities, US Governmental designated non-profits	Homeowners associations, public lectures, panel discussions, workshops and other similar functions, tutoring. Non-profit documentation will be required.
Category 3	\$25.00/day	For-Profit Organizations/Businesses in Oscoda County	For-profit businesses of Oscoda County residents or businesses located with the same
Category 4	\$25.00/day	Non-Resident	Non-resident individuals, businesses, or organizations. Public lectures, panel discussions, workshops and other similar functions, tutoring. Non-profit documentation will be required.
Category 5		No usage permitted.	For-profit groups or organizations soliciting or selling products or services are not eligible to use the Library Community Room.

Payment of Fees:

A Community Room application must be completed and returned with appropriate fees before the room reservation will be considered final. If applying as a US Government non-profit, proof of non-profit status must accompany application.

Payment may be made by cash or by check payable to Oscoda County District Library.

Parking:

The Library has limited parking. Event attendees may have to seek alternate parking.

Sponsoring individuals and organizations agree to and shall indemnify, defend and hold harmless Oscoda County District Library and its appointed officials, boards, committees, agents and employees (collectively, the "Library") against all suits, actions, demands, damages, and expenses of any nature which may be brought or made against the Library or which the Library may pay, sustain, or incur by reason of the use of Library facilities by sponsoring individuals or organizations.

Authorization to use Library facilities may be revoked by the Library Director or his/her designee upon violation of any Policy, rule or procedure. A written appeal of the decision may be made by the complainant to the President of the Library Board of Trustees within 10 business days. The Library Board of Trustees will review the documentation and render their decision within 60 days of the receipt of the appeal.