

BAY COUNTY LIBRARY SYSTEM

MEETING ROOM POLICY

The Bay County Library System encourages use of its meeting rooms by making them available to as many different groups, organizations, governmental units and businesses as possible on an equitable basis, regardless of their beliefs, purpose, or affiliations. No group will be permitted use of the rooms if such use would be disruptive of the programs and activities of the Library. Permission to use the rooms does not imply Library endorsement of the goals, policies or activities of any group, organization or business. The Library reserves the right to revoke permission previously granted if deemed appropriate.

Library-sponsored programs, in whole or in part, have the highest priority in scheduling, after which priority is based on a first-come, first-served basis. The Library reserves the right to pre-empt any reservation if it conflicts with the Library's need for the meeting room. All events held in Library meeting rooms are open to the public, free of charge.

Eligibility:

Permission to use a Library meeting room may be granted to governmental agencies, departments, or commissions; for-profit businesses; and to non-profit civic, cultural, educational, political, religious and charitable groups and organizations.

Meeting room use is free of charge.

Scheduling:

Each branch has one meeting room that is available for use during the hours the branch is open to the public (see Meeting Rooms – Furniture & Equipment below). Individual branches maintain their own meeting room schedule.

Groups and organizations may book reservations up to 3 months in advance, up to 2 meetings per month, and up to 4 hours per meeting. Since it is the policy of the Library to make the meeting rooms available to as many different groups and organizations as possible, long-term booking of meeting rooms is discouraged. Interested parties are encouraged to contact the branch they prefer to meet in as early as possible to confirm meeting room availability and to make application for its use. At the discretion of the Branch Managing Librarian, exceptions to these scheduling guidelines may be granted.

Meeting rooms may be booked in-person, by phone, or by email, but cannot be used until an adult, generally a member of the group or organization, at least 21 years of age and possessing either a Bay County Library System card or presenting a current picture identification card, assumes responsibility by filling out and signing an Application for Use of Meeting Room form.

Cancellation of meeting room reservations is required at least 24 hours in advance. Failure to provide such notification may result in the denial of future use of any Library meeting room. The Library reserves the right to cancel any meeting due to adverse weather or other emergency conditions.

Applications may be denied on the basis of availability, frequency of use, or conflict with other Library operations or with any regulations set forth in this policy. Appeal to a denied application may be made in writing to the Library Director.

Rules and Restrictions:

1. The behavior of all individuals who use the Library, including meeting rooms, are subject to the Library's Rules of Conduct Policy.
2. The public has access to all meetings, free of charge. No admission fee may be charged.
3. Groups may conduct customary activities such as collecting dues from members, but may neither solicit donations nor require any payment.
4. Meeting rooms will be booked only by adults, at least 21 years of age. Youth groups may use the rooms if a responsible adult has been designated and is present at all times.
5. Meeting rooms are not available for social gatherings, religious services, political rallies, fundraising, commercial purposes, or for any closed meeting, except as needed by the Bay County Library System Board of Trustees during a board meeting.
6. Meeting rooms may not be used to advertise or sell goods or services without the expressed consent of the Library Director or designee.
7. The number of people in attendance cannot exceed the capacity of the room (see meeting room details below).
8. The group is responsible for the security, safety and behavior of those in attendance. Children must be supervised by group members and pick up of children must be monitored by the group (see Children's Use of the Library Policy).
9. Use of the meeting room must not interfere with the normal operation of the Library.

10. Library employees are not responsible for relaying messages to individuals in the meeting rooms.
11. Setting up and taking down furniture and equipment will be the responsibility of the group using the room.
12. Groups are responsible for making sure that the facilities and equipment are left in the same condition they are found, including the placement of tables and chairs. The Library reserves the right to charge for any additional custodial services that may be required if the room is not left in the same condition in which it was found. Groups are responsible for any damage to the room, equipment, or furnishings. Failure to adhere to these conditions may result in loss of future privileges in the use of any Library facility.
13. Light refreshments may be served or catered using the group's own supplies. The group or organization holding the meeting is responsible for cleanup. Food and drink must be consumed in the meeting room, and/or the café area if at the Wirt Public Library. No alcoholic beverages may be served.
14. Groups may not enter the Library before opening and must end meetings and vacate the room no less than 15 minutes prior to closing to give staff time to secure the building.
15. Groups arriving more than 15 minutes late may forfeit their meeting room reservation.
16. Storage is not available either before or after meeting room use.
17. Meeting room use does not constitute Library endorsement of the beliefs or ideas expressed by groups, organizations, or individuals using the space. Meetings should not be publicized in a manner that suggests library sponsorship or affiliation.
18. The Library does not assume liability for injury or damage to personal property that might occur as a result of meeting room activities that are not sponsored by the Library. Such users agree to hold the Library blameless and harmless from any loss, damage, liability, costs and/or expense that may arise as a result of the use of a Library meeting room.

Capacity: 66 people (without chairs or tables)
54 people (chairs only)
30 people (chairs & tables)

Furniture & Equipment: 54 stacking chairs
9 folding tables
1 media cart
1 TV w/VCR
1 projector w/DVD player
1 – 4' x 8' white board/dry erase board
1 pull down wall screen

Sage Branch Library – Community Meeting Room

100 E. Midland Street, Bay City, MI 48706

Phone: (989) 892-8555 x200

Fax: (989) 892-1516

Days & Hours available for use: Monday & Tuesday – 9 am to 4:45 pm
Wednesday & Thursday – 12 noon to 7:45 pm
Friday – 9 am to 4:45 pm

Capacity: 49 people (without chairs or tables)
30 people (chairs only)
20 people (chairs & tables)

Furniture & Equipment: 30 stacking chairs
5 folding tables
1 DVD player

