

## **Bay County Library System Meeting Room Policy**

The Bay County Library System encourages the 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. Excluded uses of the room are for purely social events, meetings for the benefit of private individuals, business development, or commercial concerns. Permission to use the room does not imply Library endorsement of any policies or activities of any group using the room. The Library reserves the right to revoke permission previously granted. Library programs have the highest priority in scheduling after which priority is based on a first-come, first-served basis. The Library has the right to pre-empt any reservation if it conflicts with the Library's need for the meeting room. All events held in the Library meeting rooms are open to the public and free of charge.

### **Scheduling**

Each branch has one meeting room available for use during regular public hours of operation. Each branch maintains its own meeting room schedule.

Groups may book the room up to 3 months in advance, up to 2 meetings per month, and up to 4 hours per meeting depending on library planning needs as determined by the Managing Librarian. At the discretion of the Managing Librarian, exceptions to the scheduling guidelines may be granted. If a group needs to cancel, they should do so 48 hours before their meeting. Serial no-shows may forfeit future use of the room.

The person signing the room application form must meet the following criteria -

- a BCLS cardholder in good standing at least 18 years of age
- an authorized representative of the group holding the meeting
- in attendance at the requested meeting
- accountable for both restoring room to setup conditions and any damages to the room or equipment

Applications should be turned in at least 24 hours before the group wishes to use the room.

### **Rules and Restrictions**

1. All individuals using the Library, including the meeting room, are subject to the Library's Rules of Conduct.
2. Groups may collect dues from members, but may not require payment or solicit donations.
3. Groups will not distribute their literature outside of the meeting room.
4. Groups must adhere to the room capacity as posted.
5. The group is responsible for the security, safety, and behavior of those attending the meeting. Children must be supervised by group members.
6. The room must be vacated at least 15 minutes prior to closing. Groups should let staff know when they leave the room.
7. Light food and beverages may be served by the group in the meeting room. No alcoholic beverages are permitted.
8. No open flame of any sort is allowed.

## MEETING ROOMS - FURNITURE & EQUIPMENT

### Auburn Area Branch Library – Community Meeting Room

235 W. Midland Road, Auburn, MI 48611

Phone: (989) 662-2381 x200

Fax: (989) 662-2647

Days & Hours available for use: Tuesday, Wednesday & Thursday – 10 am to 7:45 pm

Friday & Saturday – 9 am to 4:45 pm

Capacity: 120 people (without chairs or tables)

57 people (chairs only) 57 people (chairs & tables)

Furniture & Equipment: 57 stacking chairs

8 folding tables

1 projector w/ DVD player

1 pull-down wall screen

1 traveling white board/bulletin board

1 30-cup coffee maker

1 free standing lectern

**Pinconning Branch Library – Community Meeting Room**

218 Kaiser Street, Pinconning, MI 48650

Phone: (989) 879-3283 x200

Fax: (989) 879-5669

Days & Hours available for use: Tuesday, Wednesday & Thursday – 10 am to 7:45 pm

Friday & Saturday – 9 am to 4:45 pm

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 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

6 folding tables

1 DVD player

1 media cart

1 pull-down screen

1 projector for laptop or DVD player

1 travelling white board/bulletin board

**Wirt Public Library – Community Meeting Room**

500 Center Avenue, Bay City, MI 48708

Phone: (989) 893-9566 x2100

Fax: (989) 893-9799

TDD: (989) 893-7052

Days & Hours available for use: Monday thru Thursday – 10 am to 7:45 pm

Friday & Saturday – 9 am to 4:45 pm

Capacity: 180 people (without chairs or tables)

120 people (chairs only) 76 people (chairs & tables)

Furniture & Equipment: 1 half-kitchen (refrigerator & sink, no stove)

120 stacking chairs

30 folding tables

1 DVD player

1 ceiling projector

1 free standing lectern

1 laptop