

## **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. Library staff may assign groups to the room that best fits the size and needs of the group. All events held in the Library meeting rooms are open to the public and free of charge.

### **Scheduling**

Each branch has one or more 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 reserving the room 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

Reservations should be submitted 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 x400

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
- 1 30-cup coffee maker
- 1 free standing lectern
- 1 media cart
- 1 laptop
- 1 microphone

**Pinconning Branch Library – Community Meeting Room**

218 Kaiser Street, Pinconning, MI 48650

Phone: (989) 879-3283 x500

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

1 microphone

**Sage Branch Library – Community Meeting Room**

100 E. Midland Street, Bay City, MI 48706

Phone: (989) 892-8555 x300

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

**Wirt Public Library – Community Meeting Room**

500 Center Avenue, Bay City, MI 48708

Phone: (989) 893-9566 x2100

**Kantzler Community Room**

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  
1 travelling white board  
1 pull-down screen  
1 microphone  
1 lapel microphone

**Second Floor Community Meeting Room**

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

Friday & Saturday – 9 am to 4:45 pm

Capacity: 20 people

Furniture & Equipment: 20 stationary tables with rolling chairs  
15 Chromebooks  
1 whiteboard  
1 pull-down screen  
1 projector on rolling cart

## **Wirt Public Library – Memory Lab**

### **BCLS MEMORY LAB POLICY**

The Memory Lab will be available during the library's regular hours of operation and up to 15 minutes before the library's closing time.

Patrons may reserve the Memory Lab up to 30 days in advance either online or in person. Walk-in usage of the Memory Lab is on a first come first serve basis provided the Memory Lab is available.

The BCLS Memory Lab is intended for personal and non-commercial use only. Use by for-profit entities is prohibited. Reservations are limited to 4 hours. If at the end of the 4-hour period no one has reserved the Memory Lab, the session may be extended by checking with staff at the Reference desk.

The Memory Lab is a do-it-yourself station. Instructional materials for the equipment will be provided and library staff will be available to provide limited assistance. Users of the Memory Lab must remain present for the entire conversion process.

The library does not provide free digital storage. Patrons may bring their own USB flash drive to store the digital files created during conversion. The library sells USB flash drives and recordable DVDs.

Bay County Library System is not responsible for any damages to materials or errors in conversion, and are not liable for any copyright infringement. Each patron assumes all responsibility for observing copyright restrictions and other laws when using equipment in the library.

## **Bay County Library System Study Room Use Policy**

Library study rooms are intended to provide a space for individuals or small groups to conduct quiet, semi-private activities such as reading, studying or small meetings that are not open to the public.

All users of study rooms are expected to adhere to the library's Rules of Conduct Policy.

Study rooms may be reserved up to 30 days in advance by completing a Study Room Reservation Form and returning it to library staff. If not in use, individuals or groups may sign up to use a study room at the appropriate service desk. The person signing the Study Room Reservation Form is responsible for the conduct of persons inside the room during use as well as the condition of the room upon departure.

The maximum number of persons allowed in a study room at any time is 6. On occasion, library staff may make an exception for up to 8 in the large study room in the Alice & Jack Wirt Public Library.

Study rooms may be booked for a maximum 4-hour block of time per day. Use is limited to 4 hours when others are waiting to use the room. Otherwise, time of use is unlimited unless an individual or group signs up to use the room, in which case the users will have 5 minutes to exit the room. The library reserves the right to limit the number of times per week an individual or group may use a study room.

Study rooms are available until 15 minutes before the library closes for the day. If an individual or group is 15 minutes late for a reserved time and others are waiting to use the study room, the reservation may be forfeited.

Study rooms will be locked when not in use.

Study room lights will be on at all times while the room is in use.

Users of study rooms are responsible for leaving the rooms in a neat and orderly condition. Failure to do so may result in the denial of future requests to use a study room.

The library is not responsible for any personal belongings left unattended.