

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY MEETING ROOM GUIDELINES Effective March, 2018

The facility and grounds of the Bloomfield Township Public Library were created for the use of Bloomfield Township residents, property owners, and current employees of Township taxpayers, to house their library collection of print and media resources and to provide reading, study, and meeting space for cultural, educational, and enrichment events and programs.

WHAT DO I NEED TO RESERVE A MEETING ROOM?

Library programs and library-related programs have priority in the use of the facility and grounds.

Meeting rooms are available for reservation by Bloomfield Township residents, property owners, and current employees of Township businesses. Reservations for groups and organizations must be made with a valid library card in good standing registered at Bloomfield Township Public Library. The cardholder, as the responsible party, must sign the contract.

Meeting room usage is for civic, cultural, educational, or enrichment type programs or events. Commercial enterprises of any type are not permitted, nor are soliciting, lobbying, fund-raising, auctions, or sales by organizations other than the Bloomfield Township Public Library or the Friends of the Bloomfield Township Public Library.

To obtain a non-profit facility rate, the cardholder making a reservation for an organization must provide proof of current **tax-exempt status** for that organization at the time of reservation. Proof of filing status of a national, parent organization, is acceptable. Community service organizations, such as homeowner associations, which may be not-for-profit, may request a nonprofit rate which may be granted after review of the tax-exempt documentation from the organization.

ARE THERE RESTRICTIONS ON HOW I USE A MEETING ROOM?

Meetings which disturb library functions cannot be permitted, even if they meet other guidelines. Meeting room users, including meeting participants, must observe the library's Rules of Conduct.

Meetings held in the Library's meeting rooms must be open to the public.

Attendance cannot exceed the Library posted maximum set forth in these guidelines for each meeting room setup.*

The activities of a group using a meeting room must be contained within the meeting room reserved, unless specific permission is included in the contract which allows for the use of additional space. Posters, displays, signs, and similar postings are not permitted outside the meeting room reserved. (Check with a Meeting Rooms Clerk for the parameters for displays inside the room.)

***Meeting room arrangements of chairs and tables (Meeting Room 1 – seats 46 and Meeting Room 3 seats 18) or chairs alone (Meeting Room 2 – seats 56) are fixed and may not be rearranged by the meeting room users.** The Leslie Harcourt Green/Community Room provides two meeting room arrangements—with tables and chairs or with chairs only—each including the stage in place and the grand piano in

place. The arrangement for the Leslie Harcourt Green/Community Room will be established on Friday as chairs only in lecture-style seating and will remain the same throughout the weekend. **Meeting room users are not permitted to rearrange furnishings.** Please see the diagram(s) of each individual room.

Meeting rooms may be equipped with a built-in digital video projector (DVP), manual pull-down or electronically operated screen, write-on board. Laptop and desktop computers required to use the DVP are not provided. Room equipment may be used to play DVDs, CDs, Blu-rays, project PowerPoint files, and display Internet sites. Please see the description of the individual room for the available equipment. The cardholder whose card is used to reserve the meeting room will be held responsible for the loss or damage of any of this equipment during the meeting room reservation period.

The Bloomfield Township Public Library is a smoke-, alcohol-, and drug-free setting. No open flames are permitted (e.g., candles, sterno warmers, or smoking).

Kitchen facilities provided on each level are warming kitchens only—an oven, microwave oven, and refrigerator is included in each kitchen. Leslie Harcourt Green/Community Room users may not use the lower level kitchen, unless lower level meeting rooms are also booked and included in this meeting reservation. The lower level kitchen is shared among the three lower level meeting rooms. In the lower level, there is also a serving counter in the gathering space. Dishwasher and cooktop range are not provided. Dishware and utensils are not provided. Meeting room users must clean up (restore to condition when entered and prepare debris for trash pick-up) the kitchen facility after use.

Catering and program material deliveries requiring multiple trips and carts must be made at the delivery entrance on the west side of the building between 9:15 am and 4:30 pm Monday through Friday; 9 am-4 pm Saturday. For deliveries at any other times, please make arrangements with a Meeting Rooms Clerk. The cardholder whose card is used to reserve the meeting room will be held responsible for the caterer and all other vendors and/or presenters used in the meeting room during the reserved period.

HOW OFTEN AND WHEN CAN I USE A MEETING ROOM?

Except for library and library-related programs, meeting rooms may not be reserved by a single group or individual more than six times in a year.

Meetings must be held as scheduled during the hours the library is open to the public. Times contracted are inclusive; meeting set-up and clean-up must be completed within the scheduled period.

The four-hour reservation periods are:

Monday-Thursday: 9:00 am-1:00 pm; 1:00-5:00 pm; 5:00-9:00 pm.

Friday: 9:30 am-1:30 pm; 1:30-5:30 pm

Saturday: 9:30 am-1:30 pm; 1:30-5:30 pm

Sunday: 12:30-4:30 pm

Other than library and library-related programs, meeting rooms may be scheduled no more than six months in advance.

Reservations must be cancelled at least 48 hours in advance; meeting room payment is forfeited when less than 48 hours of cancellation is provided.

Changes in meeting room contracts must also be requested at least 48 hours in advance and may not be able to be accommodated.

WHAT IS THE COST TO USE A MEETING ROOM?

The rates established for the use of the meeting rooms are reviewed annually and range from \$0 to \$240. Each room has one rate for use by a cardholder with a library card in good standing reserving on behalf of a tax-exempt community organization and another rate for reservations on behalf of an organization which does not have non-profit status. The room's rate is shown during the reservation process and is confirmed after the reservation is reviewed.

Meeting room reservations require full payment and completed signed contracts within two weeks of initial reservation date. If full payment and a signed contract are not received within that time period, the temporary hold for that meeting room reservation may be released and the room may be reserved by others. Payments received will be promptly deposited by the library. Any necessary refunds will be made by check and may take two to six weeks for processing. **If there is less than two weeks before the meeting date, then the completed contract and meeting room fee must be submitted by an agreed upon date before the meeting.**

If a meeting does not end in a timely manner, resulting in a late start for the next booked reservation period or late closing of the library, an additional rental fee of \$25 per five minutes of additional time will be charged and recorded as an outstanding fee on the library card account of the cardholder by whom the reservation was made.

Additional charges for vandalism, abuse of equipment, and/or not cleaning up after use may be incurred and placed for payment on the record of the library card account of the cardholder by whom the reservation was made.

A refund of the meeting room fees will be made if the library facility or grounds are closed due to an emergency (such as weather closing or power outage) or a priority library meeting or program requires the use of the meeting room, after the reservation and contract have been received and recorded.

GROUND FOR REFUSAL OR CANCELLATION OF RESERVATION

Any reservation and contract may be rejected if the library card account used to make the reservation is found to not be in good standing during the period prior to the meeting room use.

In the case of multiple reservations over a six-month period, if additional charges for vandalism, abuse of equipment, late ending, and/or not cleaning up after use are imposed, subsequent reservations may be cancelled. Fees paid for meeting room use will be refunded after full reimbursement of the additional charges to the library is deducted.

Any reservation and contract may be rejected and previously granted permission may be withdrawn for violation of these guidelines at the absolute discretion of the Library Director.