

Group Meeting Room Policy

Waiver of Liability.

By reserving a group meeting room, the Corporation, Organization or Individual (“User”) making the reservation, acknowledges that it has read and agrees to the terms of the Group Meeting Room Use Policy. The User also agrees to indemnify and hold harmless the Farmington Community Library, its agents, employees, officers, and representatives, from all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the Group Meeting Room, its furnishings or equipment by the User or any person attending the User’s meeting. The User agrees to obtain all licenses, insurance coverage, and permits required by law required in connection with the User’s use of the Group Meeting Room. The User also agrees to pay for any damage caused by its use of the Group Meeting Room. The User agrees to comply with all Michigan laws, including laws pertaining to serving alcohol if applicable. If signing on behalf of a Corporation or Organization, the person signing this Application agrees that he/she has authority to sign on behalf of the Corporation or Organization.

I. Introduction and Purpose of Policy.

The Farmington Community Library (“Library”) provides quality Library services that support the cultural, educational, and informational needs and interests of the community. The Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by this Group Meeting Room Policy (“Policy”). The restrictions of this Policy relating to Reservations and Scheduling do not apply to Library-sponsored or co-sponsored events.

II. Reservation and Scheduling of Meeting Room

- A. General Use. Groups and individuals who have a valid FCL card may use the Group Meeting Rooms, pursuant to the requirements of this Policy (“Users”). To obtain an FCL card, one must live, work, go to school, or own property in Farmington/Farmington Hills. The Group Meetings Rooms are available during regular Library hours. The Group Meeting Rooms may not be used for private functions such as birthday parties, showers, etc.

- B. Specific Group Meeting Rooms. The following is a list of specific Group Meeting Rooms. The regulations contained in this Policy apply to all Group Meeting Rooms, unless otherwise specified:

Facility	Room	Minimum Number in Group	Maximum Capacity
FCL – Farmington Hills	Auditorium	25	235
FCL – Farmington Hills	Conference Room A	7	36
FCL – Farmington Hills	Conference Room B	7	12
FCL – Farmington	Meeting Room	7	90

Users reserving the Auditorium may also reserve the adjoining Auditorium kitchen.

Reservations shall fall only between:

9:30 a.m. – 8:45 p.m., Monday through Thursday

10:30 a.m. – 5:30 p.m., Friday and Saturday

1:30 p.m. – 4:30 p.m. on Sunday

- C. Scheduling.

1. Reservations shall be accepted on a first-come-first-serve basis, with (a) Library business, (b) Library-sponsored or Library-co-sponsored events or (c) uses governed by contract with the Library having first priority. The next priority shall be given to reservations that support the cultural, educational, and informational needs and interests of the community. The final determination of appropriate Group Meeting Room use rests with the Library Director or their designee.
2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.
3. No User may use the Group Meeting Rooms more than 12 times per year.

- D. Reservation Process for Group Meeting Rooms.

1. Users 18 years or older may reserve a Group Meeting Room through our online reservation system, by calling the library at 248-553-0320, or by stopping in at

either Library location. Applicants requesting room reservations must be a resident of or work in Farmington/Farmington Hills and have a valid FCL card.

2. Users will be emailed a confirmation once the reservation is approved. Do not assume that your reservation is complete until confirmation is received.
3. If the User needs to cancel the Reservation, the User must provide the Library three (3) days' notice. If the User fails to notify the library of a cancellation three (3) days prior to scheduled use, the Library Director or their designee may cancel or decline to schedule any future reservations for that User for up to a six-month period. Excessively canceling and/or rescheduling reservations as determined by the Library Director, or their designee may result in the inability to schedule any future reservations for up to a six-month period.
4. User agrees to be present at meeting(s) and to allow the FCL to give the contact phone number for an organization if requested by public.
6. At the time of reservation, the User must agree to the Terms and Conditions of the Group Meeting Room Policy and Waiver of Liability prepared by the Library.

III. General Guidelines Affecting all Library Meeting Rooms

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Group Meeting Rooms.
- B. Use by Persons Under the Age of 18. Users of the Group Meeting Rooms must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damage that may occur. This listed adult must be on site during the reserved meeting time.
- C. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, alcohol, and the illicit use of controlled substances in the Group Meeting Rooms.

- D. Food and Beverages. Users of the Group Meeting Room may serve light refreshments. It is the responsibility of the User to observe all health codes when serving light refreshments. Users may not use sterno or flames to heat food.
- E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Group Meeting Rooms.
- F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.
- G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the room in the future and may incur an additional cleaning fee of \$100. Users must include time to clean up and set up within the scheduled time and must end meetings according to times listed in Section II. B above. Room arrangements must be confirmed no later than three days prior to the reservation. After that time, there is no guarantee arrangement will be set up as requested.
- H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons and comply with applicable laws and local ordinances.
- I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements identified in Section II. B above. It is not permitted to place tables, chairs, or signs in the hallway.
- J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.
- K. Private Literature. Users shall not distribute personal or group literature, brochures, and other materials to Library patrons outside of the Group Meeting Rooms. Users

shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.

- L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, doors, windows, or other surfaces unless approved by the Library. At no time shall any materials or other documents be displayed in the windows. If such approval is granted, any such material must be removed at the close of the scheduled time.
- M. Open and Accessible Use. All activities in the Group Meeting Rooms must be open to the public, must be accessible to people with disabilities in accordance with the Americans with Disabilities Act and must be free of admission fees, other charges, or requests for donation.
- N. Room Access. Users may not enter the Library before opening hours and should allow adequate time to set up. Users listed in the reservation will have access to Group Meeting Rooms 15 minutes prior to the rental period.

IV. **Fees**

Clean Up and Damage Fee. A fee of \$100 may be charged if the Group Meeting Room is not cleaned up as required by this Policy. Applicant shall pay for any actual damage to the Meeting Rooms.

V. **Library Disclaimer**

- A. No Endorsement. Use of the Group Meeting Rooms does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Group Meeting Rooms must state that "The Farmington Community Library does not sponsor or endorse this event."
- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Group Meeting Room or move the meeting to a different Group Meeting Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Group Meeting Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.

- C. Hold Harmless. The Farmington Community Library is released and held harmless from any and all claims for personal injury or property damage.

VI. Violation and Appeal Section

For violations of this Policy, the Library Director or the Director's designee may restrict access to Library facilities, including the Group Meeting Rooms, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time pursuant to the Library's Violation and Appeal Policy.

Approved by the Board of Trustees September 12, 2024