

**PINCKNEY COMMUNITY PUBLIC LIBRARY  
MEETING ROOM USE POLICY**

**I. PURPOSE:** Pinckney Library provides meeting room space for our local area community. The primary purpose of the meeting rooms is for Library activities, including programs presented by the Library staff or by Friends of PCPL. The public may use the rooms when not needed for Library programming and at the discretion of library officials.

**II. GUIDELINES:** The meeting rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting use of the rooms. Permission to meet at the Library does not in any way constitute or imply endorsement of the users' policies, beliefs or programs by the Library staff or Library Board of Trustees.

**III. SCHEDULING:** The Library desires its meeting room spaces to be as widely available as possible and to maximize access to the greatest number of organizations. Therefore, no group may consider the Library its permanent meeting place or use the library as its mailing address.

Scheduling use shall be accepted on a first-come-first-serve basis with the Library business having first priority. **One (1) application form must be filled out per meeting date.**

**Preference will be given to patrons living in Putnam Township having a Pinckney Community Public Library card that is in good standing.** Any person 18 years of age or older may fill out an application. The Library will contact individuals with confirmation when the reservation is accepted. Individuals should not assume the reservation is complete upon submission of the application.

Groups or organizations requesting the use of meeting room spaces will be required to complete a reservation application at least 1 week in advance. **Meeting rooms may be reserved no more than two (2) months in advance.** Meeting rooms are scheduled with a maximum of 4 hours. Exceptions to these rules will be at the discretion of the Library Director.

Meeting rooms may be used any time during the regular business hours, with the exception of the Board Room, which is available outside of Library Hours. Please check with staff on availability and times. Program Rooms 1 & 2 will not be available for use on Sundays because of staffing, security, utilities and other operational concerns during library off hours.

**NOTE:** The Library reserves the right to withdraw permission for the use of any meeting room. The Library can cancel an existing reservation due to safety concerns or an emergency situation. Library staff will make every effort to call or email the listed contact person on the application form as soon as possible.

**IV. USE OF MEETING ROOMS:**

1. The Library reserves the right to deny the reservation application of any individual, group, or organization. No attempts to fund-raise, to solicit business, to sell or exchange good, services or memberships will be permitted outside of the approved, scheduled meeting. The exceptions to this rule include Library sponsored events and other events that further the Library's mission.
2. The Library prohibits the use of tobacco, alcohol or controlled substances in the Meeting Rooms. **No smoking, candles, matches or any other use of fire shall be permitted unless sanctioned as a Library event.**
3. Room Set-up and Clean-up are the responsibility of the reserving individual and group. Rooms must be returned to their original condition at the conclusion of each meeting. A clean up checklist will be available in the room and must be completed and signed after each meeting room use.
4. Food and beverages may be served, but only if approved by the Library at the time the group schedules the Meeting Room. Groups must provide its own utensils for serving and preparation.
5. **A security/cleaning deposit of \$50** must be paid to the Library before the scheduled event. The deposit will be held and **returned after** library staff inspects the room and signs the completed checklist.
6. Any meeting room used outside normal business hours will have an additional charge. (See room fee schedule on Meeting Room Form.)
7. Pursuant to Library policy, *no child under the age of ten (10) years may be left unattended* elsewhere in the Library while a parent or guardian attends a meeting or program in the meeting room. Library staff cannot assume liability for children who are left unattended.

8. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the library must be made while scheduling the room. The Library does not guarantee the availability of any equipment.
9. Groups making excessive noise that disrupts normal Library functions or other patrons' use of the Library shall be asked to immediately vacate the premises.
10. Library meeting rooms will not be available for use in the event that the building is closed due to emergency conditions or inclement weather. It is the responsibility of the "point of contact person" to notify members.
11. Verbal or written cancellation of a meeting room reservation is required in advance. Reservations will be held for 20 minutes, unless the group has notified the Library that it will be late.

**NOTE: THERE ARE LIMITED PARKING LOT SPACES AVAILABLE, SO FOR ANY NON-LIBRARY RELATED MEETINGS, PLEASE INFORM PARTICIPANTS TO PARK ON THE WEST SIDE OF THE LOT OR USE STREET PARKING.**

**V. STUDY ROOM:**

1. Restricted to the use of no more than 6 persons.
2. Sign-up is required at the circulation desk.
3. Availability is first-come-first-serve. It may be reserved on the day of use.
4. Limited to no more than 2 hours per use when someone is waiting.
5. Eating is prohibited and beverages must be in a sanctioned covered container.
6. A vacated room will be considered abandoned after 15 minutes and assigned to the next user.

**VI. LOCAL HISTORY ROOM USE:**

1. The purpose of the Local History Room is to house materials that record the history and development of Pinckney, Putnam Township, and surrounding areas as they pertain to Pinckney's past. The use of the Local History Room is primarily in support of local history and genealogy research.
2. The room is a semi-private public space.
3. At times when the Study Room is occupied, the Local History Room may be used as a secondary study or small meeting space.
4. No reservations are allowed ahead of time for the Local History Room unless for Library Program or Meeting purposes.
5. No more than two (2) people to a small table and no more than four (4) to the large table.

**VII. MEETING ROOM FEE SCHEDULE:**

After Hours Meeting Room Fees (in addition to \$50 refundable security/cleaning deposit):

	For Putnam Twp. Residents	For Non- Residents
Meeting Room		
Program Room 1 or 2	\$20	\$50
Both Program Rooms	\$40	\$100
Board Room	\$20	\$50

**NOTE:** Each meeting room has filtered fans that may be used for proper air circulation.

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Room Fee: yes no \$ \_\_\_\_\_

THIS SECTION FOR STAFF ONLY

APPROVED BY: \_\_\_\_\_

Date: \_\_\_\_\_

\$50 DEPOSIT: RECEIVED \_\_\_\_\_

RETURNED \_\_\_\_\_

Circle One: Cash Check Credit Card

Credit Card No. (if applicable): \_\_\_\_\_

Payment type: \_\_\_\_\_ Expiration: \_\_\_\_\_

Security Code: \_\_\_\_\_

## PINCKNEY COMMUNITY PUBLIC LIBRARY APPLICATION FOR MEETING ROOM RESERVATION

It is vital that we have one adult (person over 18 years of age) serve as the "point of contact" Person who will be the responsible party for the Library to communicate with. This application must be fully completed with accurate information and submitted no more than two (2) months ahead or at least one (1) week prior to the date of your request.

Point of Contact Person:

Organization Information:

Name \_\_\_\_\_

Name of Group \_\_\_\_\_

Phone \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Signature: \_\_\_\_\_

By signing this form, the applicant acknowledges having read and agrees to abide by the PCPL's Meeting Room User Policy

Reservation Information:

Requested Meeting Date: \_\_\_\_\_

Requested Meeting Time: \_\_\_\_\_

Additional Time needed for Room Set-Up \_\_\_\_\_ Room Clean-Up \_\_\_\_\_

Number of people attending \_\_\_\_\_ Number of Tables Requested \_\_\_\_\_

Planning to serve Refreshments? Yes / No Number of Chairs Requested \_\_\_\_\_

Usage of the Library's Technology Equipment Requested? Yes / No

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**Library Disclaimer:**

1. Use of the meeting room does not constitute the Library's endorsement of groups' policies or beliefs by any of the staff or Board members.
2. If necessary, the Library reserves the right to cancel the

use of a meeting room.

3. The Pinckney Community Public Library is released and held harmless from any and all claims for personal injury or property damage.

**NOTE: Due to limited parking, the library requests that contact people inform their members who are able bodied drivers to please use street parking, saving room for senior library patrons and those of limited physical abilities.**

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# MEETING ROOM CHECKLIST

Before leaving the building, please be sure ALL of the following items have been done to assure that your deposit is returned.

Thank you!

1. When using the Board Room, make certain that entry doors are secure and key is returned to drawer.
2. Counters in the meeting room and/or pantry are clean.
3. Tables and chairs are cleaned and returned to where they were when you came.
4. If using coffee pot, please leave it clean and “grounds free”.
5. Floors clean—swept free of crumbs, paper, etc. Spills wiped up, mopped if necessary.

Cleaning supplies can be found in bottom left cupboard of kitchen area. Broom, mop & bucket can be found in Custodial Closet in hallway near program room door. (Inquire at circulation desk before your meeting.)

Any questions or comments should be given to the Director, Hope Siasoco

Thank you for taking care of the beautiful Pinckney Community Public Library.