



## Meeting Room Policy Guidelines

1. All scheduled meetings are open to the public.
2. The meeting room must be booked at least 48 hours in advance and the Meeting Room Reservation Form must be filled out. The Library Director approves all meeting room requests.
3. Use is restricted to non-partisan, non-denominational, non-profit groups.
4. Groups not affiliated with the Library are not permitted to sell goods or services, ask for donations, or charge admission.
5. The meeting room is available for use only during library hours. All meeting areas must be vacated no later than 15 minutes before closing.
6. No alcoholic beverages are permitted.
7. Groups serving refreshments are responsible for providing all serving utensils and for cleaning up following their meeting.
8. Groups are responsible for arranging the chairs, tables, and other equipment to meet their own needs.
9. Any publicity for the meeting must be provided by the group using the room.
10. Young children accompanying adult users of the meeting room shall not be left unattended in the library.
11. The Library reserves the right to stop meetings that interfere with the normal operation of the Library and to withdraw permission for the meeting room when conditions warrant such action.
12. Library audiovisual equipment is available only upon prior reservation and only to groups which have an experienced

operator or which make arrangements in advance for training by library staff.

13. The applicant agrees to defend, protect, indemnify and hold the library, its officers, employees, and agents free and harmless from and against any and all penalties, damages, losses, settlements, costs or liabilities of every kind and character arising out of or in connection with any acts or omission of the applicant, negligent or otherwise, and its officers, employees, agents, guests or independent contractors. The applicant agrees to pay all costs, damages, and expenses of the Lenawee District Library and in defending any action arising out of the aforementioned omissions or acts.
14. In addition to the above regulations, otherwise eligible groups may from time-to-time be denied use of the meeting room if granting the request would result in undue interference with regular library operations. Undue interference includes, but is not limited to: insufficient parking places for library customers, noise level of the group, food odors, unsupervised children, etc.
15. Groups shall not exceed the legal posted capacity (125) of the meeting room. It is the group's responsibility to monitor compliance with these regulations and to deny admittance to the room to people who could cause the group to exceed the posted capacity.