



Meeting Room Policy

Purpose:

Meeting rooms in the Novi Public Library provide an opportunity for bringing together the resources of the Library and the activities of the community for educational, cultural, civic, intellectual, and charitable purposes.

The primary purpose of the meeting rooms is for Library activities, including programs presented by Library staff or by Friends of Novi Public Library and other organizations affiliated with the Library. The public may use the rooms when not needed for library programming.

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, Library Board of Trustees or the City of Novi.

Appropriate fees for use of the rooms will be charged to all groups other than program partners of the Library.

All meetings held in the Library meeting rooms are open to the public.

All groups using the rooms shall keep noise to a minimum so as not to disturb others in the Library.

The Library reserves the right to deny use of the Library and meeting rooms to any group should the use create an atmosphere of conflict or disorder leading to disturbances of any kind, or that interfere with the health, safety and welfare of persons in the area.

Groups shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of groups from the meeting rooms and Library. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws. **Meeting room fees will not be refunded.**

General Regulations and Guidelines:

1. The Library administration authorizes the use of the rooms and maintains the schedule.
2. Library programs and library-related services, meetings and events have first priority for scheduling use of the facilities. Other applications will be considered on a first-come-first served basis. Meeting room programs must not interfere with library operations.
3. The Library is not liable for injuries to people or damage to property, individuals or organizations using the meeting rooms.
4. In accordance with fire marshal regulations, maximum attendance is limited to 100 people in the full room or 50 people in half of the room. Groups violating the maximum room load will be asked to leave.
5. Meeting rooms are available only during the following hours.

Mon-Thursday	10:00 a.m. – 8:45 p.m.
Fri – Sat	10:00 a.m. – 4:45 p.m.
Sun	1:00 p.m. – 4:45 p.m.

Reservation requests must include adequate time for both set-up and clean-up. Meeting room use, including clean-up, must end before the Library's closing time. The Library reserves the right to charge \$25.00 per 15 minute block if staff needs to stay late to accommodate a group's meeting. The group will also be charged for any needed repairs or cleaning.

6. The meeting room application/contract must be completed and approved before a room reservation will be deemed final. When applying as a non-profit entity, proof of the entity's non-profit status must be included with the meeting room application/contract. Room set-ups and equipment requests must be included with the meeting room application/contract and received by the library at least one (1) week prior to the meeting. Payment for use of the rooms must also be received at least one (1) week prior to the meeting. Last minute requests and changes cannot be accommodated.

If a meeting is cancelled by the group requesting the room, all fees are non-refundable. If a meeting is cancelled by the Library due to a time conflict, inclement weather, or other unavoidable circumstance, the fees will be refunded.

7. In case of emergencies, the Library will make every effort to notify scheduled users of the unavailability of the meeting rooms.
8. Minors may use meeting rooms as long as they can meet all meeting room requirements. The contract must be signed by an adult, age 18 or older, who becomes the responsible party.
9. Political organizations may use the meeting rooms provided meetings do not include fund raising. They may include business meetings, issue discussions and candidate forums.

10. Reservations for meetings will be accepted up to two months in advance of the meeting date. The Library reserves the right to limit the frequency of use of its meeting rooms, to cancel reservations and to review any or all applications before granting approval.
11. Charging for admission is not allowed, nor may items be sold.
12. Do not move tables and/or equipment. Our set-ups conform to the Fire Marshal's regulations concerning numbers of chairs, tables, location of equipment and fire aisles.
13. Banners, literature, photographs or signage may not be placed anywhere in the Library without the permission of the Library administration. Do not tape or adhere anything to walls.
14. Refreshments may be served but must be contained within the meeting rooms. No alcoholic beverages are allowed. Waste should be placed in the proper receptacles.
15. The Library is a smoke free, flame free building (no candles or sterno).
16. The Library cannot supply any storage space. Materials left after the end of a meeting will be discarded. Groups using the meeting rooms shall remove all items from the rooms and leave the room in the same condition as it existed prior to the meeting.
17. Groups are responsible for any and all damage caused by meeting attendees or others associated with the meeting. Appropriate payment will be required.
18. The meeting rooms may not be used for:
 - private parties
 - dance recitals
 - music recitals
19. The following equipment may be used in the meeting rooms but must be requested at the time of application:
 - extension cords
 - screen
 - overhead projector
 - microphone
 - TV/DVD player

Publicity:

1. The name, address or phone number of Novi Public Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
2. The use of the meeting room by a non-Library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
3. The Library will maintain a calendar of confirmed meeting dates. The Library will answer only general questions about time and room location for the public.

Payment of Fees:

1. Payment is to be made upon approval of the application and must be received at least one (1) week prior to meeting date.
2. A signed copy of the meeting room application/contract must accompany payment.
3. Payment may be made by cash, credit card (Visa or MasterCard) or check made payable to Novi Public Library.

Schedule of Fees:

All meeting room rates are charged in one hour increments.

Novi Resident: Any person living within the City of Novi or Novi Township, who owns land in the City of Novi or Novi Township for which property taxes are paid, or who works full time within the City or Township; or any group, agency, or business that is based or has a physical location within the City of Novi or Novi Township.

	Resident
Full Room	\$20 per hour
Half Room	\$10 per hour

Non-Resident: All other persons, groups, agencies, or businesses not meeting the above definition of a Novi resident.

	Non Resident
Full Room	\$30 per hour
Half Room	\$15 per hour

Afterhours Event: A premium cost per hour will be charged for the use of the meeting room beyond the library's regular business hours.

	Resident	Non Resident
Full Room	\$30 per hour	\$40 per hour
Half Room	\$20 per hour	\$30 per hour

Effective: May 21, 2008



Signed:

Laura M. Casey
President
Library Board of Trustees