MEETING ROOM RENTAL & USE POLICY

General Regulations

- Library programs and Library co-sponsored activities, meetings and events have first priority for scheduling use of the facilities. Meeting Room reservation requests will be considered on a first-come, first-served basis starting sixty (60) days prior to the rental date. Meeting room rentals must not interfere with Library operations.
- The Library is not liable for injuries to people or damage to renter's property, individuals or organizations using the meeting rooms.
- All meetings and programs held during Library business hours are open to the public. Renters who are not subject to the Michigan Open Meetings Act and who rent the meeting rooms after Library business hours may close their functions to the public.
- Meeting rooms are made available regardless of the beliefs or affiliations of individuals or those 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, including its staff, Board of Trustees or the City of Novi.
- Renters shall abide by all applicable laws, ordinances, codes and other rules. Violations of any regulation may result in the immediate removal of renters from the meeting rooms and Library. Violators are also subject to prosecution for any violations of any local ordinances or state or federal laws.
- Maximum capacities for meeting room rentals have been determined based on Fire Department regulations and Americans with Disabilities Act compliance. The most up-to-date room capacities are available on our website and meeting room documents. Renters violating the maximum capacity will be asked to leave.

Reservations & Fees

- A completed meeting room reservation request, either online or a physical copy, must be submitted to and approved by Administration before a room rental will be deemed final.
- The reservation request must be completed by an adult, age eighteen (18) or older, who becomes the responsible party. Youth groups must have adult supervision. If the person who completes the application will not be physically present during the rental, a second name is required to be listed on the reservation request by someone age eighteen (18) or older who will be present.
- Fees for use of the rooms will be charged to all renters other than program partners and/or co-sponsors of the Library. A list of the fees is included on the Library website and all meeting room documents. **Meeting room fees will not be refunded** unless canceled by the Library.

- Payment must be made within two (2) business days after being contacted by Administration of approval of the reservation request. Failure to comply will result in rental cancellation.
- Rental time may be extended at the discretion of Administration or Management if the room is available. Extensions must be requested at least fifteen (15) minutes before the previously scheduled end time. Renters exceeding their previously agreed upon rental time will be charged for additional time. Rental extensions, including clean-up, must end at least thirty (30) minutes before the Library's closing time.

Cancellation/Rescheduling

- Except in cases of emergency, renters must give at least 24-hours' advance notice of any cancellations. For last-minute cancellations, call 248-349-0720 and ask to speak with a Manager.
- Rentals can be rescheduled, but must take place within sixty (60) days of the original rental date. Funds will be held from the original date and applied to the rescheduled date. If rescheduled rental does not take place within sixty (60) days, the funds will no longer be available to use.
- Failure to notify the Library of a cancellation prior to the rental start time will constitute a "no show," which cannot be rescheduled or refunded.
- The Library may cancel any meeting room reservation and the fees will be refunded.

Use of Room

- Conduct
    - All renters and guests using meeting rooms must abide by all Novi Public Library policies, including but not limited to the "Patron Behavior Policy", "Unattended Child Policy" and "Computer & Internet Usage Policy."
    - Charging for admission is not allowed. No solicitation, fundraising, raffles or financial transactions are allowed. The sale of goods or services is prohibited but may be permitted at the discretion of Administration if it is reasonably related to the Library's purpose (e.g., author sales of signed books).
    - All renters and guests using the meeting rooms shall keep noise to a minimum so as not to disturb others in the Library. Renters and guests 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 meeting room.
    - The Novi Public Library is released and held harmless from any and all claims for personal injury or property damage. The renter shall acknowledge release as part of the reservation process.

- Set-Up
    - Rooms are only available to renters during their specified rental time. Reservation requests must include adequate time for the renter's own set-up and clean-up needs. **No early admittance will be allowed.**
    - The Library will not supply any storage space. Renters cannot drop off items at the Library ahead of their rental time.

- The Library has five (5) standard set-up arrangements available to choose from for the East, West and Whole Meeting Rooms. Only minimal changes will be allowed to these standard set-ups (e.g. reducing the number of tables/chairs used, using tables for check-in/refreshments rather than seating) and these instructions must be given at the time of the reservation request. If renters wish to create a custom set-up arrangement outside of the five (5) standard set-up arrangements, they must work with staff to create a detailed diagram. This diagram must be finalized and approved by staff at least forty-eight (48) hours prior to the rental. A standard fee will be charged for all custom set-up arrangements.
- The 2nd Floor Meeting Room, Board Room and Youth Activity Room come in one (1) standard arrangement and cannot be changed.
- All set-ups will be performed by staff in accordance with the arrangement chosen by the renter, including any instructions given at the time of the reservation request. If the renter wishes to change their previously agreed upon set-up arrangement, all changes must be approved by Library staff at least forty-eight (48) hours in advance of the rental. If staff is asked to change the set-up arrangement with less than 48-hours' notice, including upon renter arrival, a fee will be charged. Renters must not move tables and/or equipment themselves.
- If the renter wishes to change their previously agreed upon meeting room, all changes are dependent on availability and must be approved by staff at least forty-eight (48) hours in advance of the rental. The renter will be charged the additional cost difference for the room upgrade. If staff is asked to change the meeting room with less than 48-hours' notice, including upon renter arrival, a fee will be charged.
- Furniture is not allowed to be brought in by renters.
- Banners, literature, photographs or signage may not be placed anywhere outside of the meeting room or in a window or display that is facing the outside of the building.
- Do not affix or adhere anything to doors, walls, ceilings or light fixtures. Decorations must remain at least one (1) foot below light fixtures.

- <u>Technology</u>
  - Rental fees for audio visual equipment will be set by Administration, and the list of current rental fees is included on the Library's website and on meeting room documents. Any equipment requested will be set up by staff prior to rental time.
  - If a renter is planning to bring their own equipment, it is strongly recommended that they set up a time to test the equipment in the selected meeting room to ensure it works properly prior to their rental. The Novi Public Library is a PC-friendly environment and may not be able to accommodate the use of Apple products with the available projection system.
  - Staff will only provide assistance with library equipment. They will not assist renters with accessing information on a library computer (such as logging into their email, accessing a presentation, setting up or running a Zoom meeting, etc.). Staff will not assist renters with their own personal equipment.

- If there is an issue with library equipment, staff will make every effort to resolve the issue. If it cannot be resolved in a timely manner, a rental may be moved to another meeting room with functioning equipment if one is available, or equipment rental fees may be refunded.
- Renters shall observe all federal intellectual property laws. Renters are prohibited from playing video recordings without proper licensing or viewing permissions.
- Meeting room laptops are not protected by instant restore software. Files and browsing history are not automatically deleted after each use. Renters using meeting room laptops are responsible for deleting personal files, designs, artwork, photos or other documents or Personally Identifiable Information (PII).
- Library wireless internet access on meeting room laptops is filtered. If the laptop is connected to a different wireless network, the content may not be filtered to the same level that other public computers are. Please see the Computer & Internet Usage Policy for more information.
- Renters are responsible for costs associated with damage or theft of a meeting room laptop and/or accompanying components, including the laptop, laptop charger, mouse and presentation remote.

- <u>Food & Beverage</u>
  - Food and beverages must be contained within the meeting rooms.
  - The delivery of commercially prepared food is permitted. Renters must instruct delivery drivers to meet them in the Library's lobby. Someone from the group must be present in the lobby by the scheduled delivery time to accept the food. Staff will not accept food items from delivery sources. The Library is not responsible for food items that have been delivered but not accepted by a renter and left unattended on Library property.
  - No alcohol may be consumed at the Library or in its meeting rooms during regular business hours. Alcoholic beverages may be allowed at after-hours rentals with the proper license acquired ahead of time through the City of Novi. See the "City of Novi Alcohol Allowance Policy" and "Alcohol Use Application" for more information.
  - Lighters, candles, matches, Sterno and other flame-producing devices are not allowed and cannot be used inside the Library. Renters may bring electric slow cookers or hot plates to keep food warm.

- <u>Clean-Up</u>
  - Reservation requests must include adequate time for the renter's own set-up and clean-up needs. Meeting room use, including clean-up, must end thirty (30) minutes before the Library's closing time.
  - Renters are responsible for leaving the meeting room space in the condition (including furniture arrangements) in which they found it.
  - Waste and recycling should be placed in the proper receptacles. If additional bags or receptacles are needed, please ask a staff member.
  - The Library will not supply any storage space. Renters must remove all personal items from the meeting room at the conclusion of the rental.
  - Renters are responsible for any and all damage caused by meeting attendees or others associated with the meeting. A fee will be assessed to cover the cost of

any damages, necessary repairs or cleaning. The Library reserves the right to deny use or access to any renter that has violated this Policy.

- Publicity
    - The name, address or phone number of the Library may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
    - Rental of the meeting room by a non-Library group must not be publicized in such a way as to imply Library sponsorship of the renter's activities, nor will the Library publicize the rental. Renters must include a disclaimer on marketing materials stating that the Novi Public Library is in no way affiliated with, endorsing or sponsoring the renter's meeting or event.
    - The person completing the meeting room reservation request is the contact person for the rental and becomes responsible for answering questions from the public. The Library will not assume this responsibility.
    - Renters shall not distribute personal or group literature, brochures and other materials to Library guests outside the meeting rooms. Users must not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.
    - A sign on or near the door will be provided by the Library for all rentals, including the name of the organization or event and date and time of rental. No additional signage is allowed outside the room. Do not affix or adhere anything to doors, walls, ceilings or light fixtures.

Disciplinary Process for Library Facilities

As stated more fully below for violations of the Policy, the Library Director or Director's designee may restrict access to the Library with immediate dismissal of the patron from the premises, by suspending the patron's access to the Library for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, public safety may be called to intervene.

Incident Reports

Staff will complete an Incident Report Form for any violation of this Policy resulting in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

Violation of the Policy – Suspension of Privileges

Unless otherwise provided in this Policy, the Library shall handle violations as follows:

- **Initial Violation:** Library patrons observed violating this Policy will be asked to stop the violation with a verbal request. If the patron does not comply, the patron will be asked to leave the building for the day. If the patron refuses, public safety will be called.

- **Subsequent Violation:** The Director or Director's designee may further limit or suspend the patron's Library privileges if infractions continue. Such limitation or revocation shall be in

writing specifying the nature of the violation. Subsequent violations of the same Policy shall result in additional suspensions of increasing length.

Violations that Affect Safety and Security

Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

- **Initial Violation:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Director or Director's designee may add additional time to the initial limitation or suspension period.

- **Subsequent Violations:** Public safety will be called immediately. If the conduct constitutes a violation of local, state or federal law, arrest or criminal prosecution may ensue. The Director or Director's designee may further limit or suspend the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same Policy will result in additional suspensions of increasing length.

Reinstatement

The patron whose privileges have been limited or suspended shall attend a meeting with the Director or Director's designee to review the "Patron Behavior Policy" before their privileges may be reinstated.

Right of Appeal

Patrons may appeal a decision to limit or suspend privileges by sending a written appeal to the Library Board within ten (10) business days of the date the privileges were suspended or limited. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

Approved by the Novi Public Library Board of Trustees: April 15, 2009
Amended: May 1, 2010; July 17, 2013; June 22, 2017; September 28, 2023; June 27, 2024; December 11, 2025

Meeting Room Rental Procedures

Reservations

- Meeting rooms are generally available to rent during the following hours:

  Monday – Thursday 10:00am – 8:30pm
  Friday – Saturday 10:00am – 5:30pm
  Sunday 12:00pm – 5:30pm
- Advance requests for meeting room reservations outside of Library business hours may be accommodated at an additional cost.
- Administration or Management authorizes the use of the rooms and maintains the schedule. To view availability and make a reservation request, visit novilibrary.org/meetingrooms. Staff will monitor requests and, in most cases, will respond within 2 business days.
- Meeting room reservation requests will be accepted up to 60 days 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 all reservation requests before granting approval.

Capacities & Fees

- Rental fees are set by Administration and the standard schedule of rental fees is included on the Library's website and on all meeting room documents. The standard rental rates are set in one-hour increments. Half-hour increments are available upon request. Rates vary for residents (including Novi businesses) and non-residents/businesses.
- An invoice for payment will be sent once the reservation request is approved so the rental fee can be paid by credit card online. If the renter needs to pay by cash or check, they must contact Library Administration at 248-869-7204 or administration@novilibrary.org to coordinate payment.
- Novi homeowner's associations may request to have the meeting room fee waived once per year, for their annual association meeting. In order to waive the fee, a Library manager must be available to give a short presentation about the Library and its services at the start of the meeting. Availability will be confirmed with the renter at the time of reservation request.
- For last-minute rentals, reservation requests and payment can be approved by Administration or Management. Payment is due upon request. Cash, check and credit cards will be accepted.

Room	Max. Capacity (chairs only)	Capacity (tables & chairs)	Max. # of Tables	Resident Fee	Non-Resident Fee
Whole Meeting Room	162	45 - 110*	18	$95/hr	$135/hr
West Meeting Room	90	30 - 55*	10	$55/hr	$75/hr
East Meeting Room	72	25 - 35*	8	$45/hr	$65/hr
Youth Activity Room	N/A	36	6	$35/hr	$55/hr
Board Room	N/A	20	1	$25/hr	$45/hr
2nd Floor Meeting Room	N/A	10	1	$15/hr	$35/hr

**Capacity will vary greatly depending on set-up arrangement selected by renter.*

Some spaces can be rented outside of Library business hours with prior approval, for an additional fee:

Room (Before/After Hours)	Resident Fee	Non-Resident Fee
Whole Meeting Room	$115/hr	$155/hr
West Meeting Room	$75/hr	$95/hr
East Meeting Room	$65/hr	$85/hr

- The Library Patio may also be rented outside of Library business hours. For more information, including capacity and fees, contact Library Administration at 248-869-7204 or administration@novilibrary.org.

Amenities

- Meeting rooms are generally maintained at 68-72 degrees Fahrenheit, though this can be affected by outside temperatures and the number of people in the room. Please advise attendees to dress accordingly and bring layers. Thermostats will not be adjusted for rentals.
- Parking is available onsite at the Library for free. As a public parking lot, spaces are available first-come, first-served, and may also be used by those attending City of Novi or Novi High School events. Therefore, adequate parking in the Library's lot is not guaranteed. A concerted effort will be made to inform renters of other events happening in the area on the date of their rental, but the Library is not responsible for any parking space shortages. Additional parking may be available at Novi High School, located at 24062 Taft Rd.
- Catering options are available through the current vendor of the Library Café. Menu, pricing and ordering information is available at novilibrary.org/services/cafe.

Questions

For questions, please call Library Administration at 248-869-7204, Monday-Friday 10am-5pm, or email administration@novilibrary.org.