

LIBRARY POLICY

SUBJECT: USE OF COMMUNITY ROOM (S)

DATE: August 27, 1997, amended October 17, 2000

The Oxford Public Library makes the Oxford Rotary Community Room(s) available to certain groups as detailed in the following paragraphs. This room may be divided into two sections, and will seat a maximum of 126 people.

AVAILABILITY

The Community Room(s) is available to non-profit and civic organizations engaged in educational (excluding physical education), cultural, intellectual, or charitable activities in Oxford Township. The Room(s) are available **during library hours**. Rooms are not available for religious services or partisan political rallies or for purely social occasions.

Due to the popularity of the Meeting Room(s), organizations may schedule no more than two meetings a month and reservations may be made no more than three months in advance. A series of lectures or programs may be planned with prior approval of the Director.

CONDITIONS

Library programming will have first priority in determining the use of the Community Room(s).

The Library will set-up all library furniture and equipment needed for use of the room(s). The scheduled group is responsible for indicating how the room is to be set up and what equipment will be needed. Choices for room set ups must be based on standard set up options provided by the Library. Applicants are requested not to move tables and/or equipment. Our set ups must conform with the Fire Chiefs regulations concerning numbers of chairs, tables, equipment, and fire isles. Room set up will be done as requested on the application. However, circumstances may prevent exact arrangement being available due to previous room usage.

Items to be displayed shall not be taped or tacked to walls or moldings.

Persons reserving the meeting room must be at least 18 years of age. All groups using the room must be under adequate adult supervision, with an adult in attendance at all times. **During functions, children are requested to stay with their parents.**

There is a fee (\$20) for the use of the kitchenette and the serving of refreshments by the organization or by a caterer. The Library **is not** responsible for providing any equipment, utensils, or refreshment supplies such as cups, containers, or paper goods. The organization is responsible for cleaning kitchen counters or tables used in preparation and serving. **No food or drink may be consumed in the Community Room(s) without payment of this fee.**

By Michigan law, smoking is prohibited in the meeting rooms and public areas of the library.

No alcoholic beverages are permitted except with prior permission of the Board of Trustees. Request for permission must be made six weeks in advance through the office of the Library Director.

Each organization must count on its own personnel for the performance of any of the tasks related to the presentation of their scheduled program.

All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The location of the Library may be publicized but the Library telephone number may not be placed on the publicity.

The person signing the application form will be billed for any necessary additional fees including cleaning and repairs in the event of damage to Library property.

SCHEDULING

Time requested should include time for room setup, meeting time, and clean up time.

All meetings must be held during library hours. If an organization's meeting extends beyond closing, **there will be an assessment of \$25.00 per 15 minutes. Until payment of the assessment, facilities will not be available to the organization.**

The Library must be notified of meeting cancellations at least 24 hours in advance. An organization that fails to notify the Library of a cancellation will be billed a \$10 fee for room set up.

The Library reserves the right to cancel any meeting due to inclement weather or closure of the building. **When possible** the Library will notify the applicant of such closures.

PROCEDURE

Reservations will be processed when a completed application and check covering fees is received by the Library's Administrative Assistant. All checks must be made payable to the Oxford Public Library. The application must be completed and signed by an officer of the organization or an individual assuming responsibility. **Reservations must be made no less than one week in advance of the desired meeting date.** If confirmation is required you may call the Administrative Assistant's office at 628-3034, Extension 10.

. Application or previously granted permission may be rejected for violation of library rules, misrepresentation of qualifications for use of meeting room or conduct inconsistent with library rules and regulations at the absolute discretion of the Library Director.

Granting of permission to use the meeting room does not imply endorsement by the Oxford Public Library. All organizations will agree to hold the Oxford Public Library harmless from any loss, damage, liability costs and/or expenses that may arise or to be caused in any way by such use of library facilities. The Library cannot be responsible for loss or damage to exhibits left in the community room or personal property of those attending meetings.