

## Conference Room Use Policy

### General Guidelines

The primary use of the library's conference room is for library and City sponsored meetings. Second priority will be given to Sterling Heights educational, cultural, civic, or professional non-profit organizations, group study, and other governmental agencies. It is not the intent of the library to provide the conference room on a frequent and permanent basis to support the primary activities of a group or organization.

The library reserves the right to change a scheduled meeting date which conflicts with library sponsored programs. The library will contact the appropriate officer of the organization as early as possible to arrange rescheduling.

### Reservations/Scheduling

1. The conference room seats a maximum of 12 people and is available Monday - Thursday from 5 p.m.-7:45 p.m., Saturday from 9:30 a.m.-4:45 p.m., Sunday 1 – 4:45 p.m., when the library is open. There is a three-hour limit for each reservation.
2. The conference room may be reserved based on the following schedule: Starting **November 1st** or the first weekday after November 1st for usage in December – February; Starting **February 1st** or the first weekday after February 1st for usage in March– May; Starting **May 1st** or the first weekday after May 1st for usage in June – August; Starting **August 1<sup>st</sup>** or the first weekday after August 1<sup>st</sup> for usage in September – November. Reservations are accepted on a first come first served basis. Reservations will be limited to one per week. Reservations will not be considered unless received at least 48 hours before meeting date/time.
3. Authorization to use the conference room is not transferable to another organization. The person authorized by the group to assume responsibility on its behalf and sign the application form must be a Sterling Heights resident or business owner, have a valid library card, and be present at the meeting. Federal, State, and County agencies do not require residency status.
4. All those who wish to use the conference room must complete a standard application form, which will be attached to the policy statement. The Library Director will have complete administrative responsibility for approval of application and scheduling of programs. Applications for reservations must be directed to the library's administrative staff during regular business hours (8:30 a.m.-5 p.m., weekdays). For information regarding availability, telephone the administrative offices at (586) 446-2640. The library must confirm all reservations. Submission of an application does not ensure approval.
5. Cancellations of meetings should be made at least 24 hours before the scheduled meeting date.
6. Organizations must comply with applicable Americans with Disabilities Act (ADA) requirements when using library conference room, and are responsible for providing, and if necessary paying for, qualified interpreters or auxiliary aids, upon request, to individuals who require certain accommodations that would enable them to observe and/or participate in the meeting. Any person who will require such an accommodation is requested to notify both the organization and the library during regular business hours at least seven working days prior to the event.

### Rules for Use

1. No refreshments may be served.
2. The library is not responsible for equipment, supplies, materials or personal possessions owned by those sponsoring or attending the meeting.
3. Adequate adult supervision of minors is required at all times.

4. Nothing may be attached to the wall.
5. Equipment, supplies or personal belongings of a group may not be stored or left in the library. The library is not responsible for lost or stolen items.
6. The library business phone use will be limited to emergency calls only. No telephone messages will be taken.
7. By City Ordinance, smoking and alcoholic beverages are prohibited on the premises.
8. Groups must transport their own equipment and supplies. The library does not provide any audio, video, or computer equipment.

#### Prohibited Uses and Activities

Library conference room cannot be used for the following purposes:

1. The sale, promotion, endorsement or advertisement, whether directly or indirectly, of a commercial product or service. This includes organizations or businesses that intend to generate future revenue based upon "free" educational programs promoting products or services offered by the sponsoring party.
2. Instructors conducting classes for profit and groups promoting future courses or services entailing fees.
3. Employee recruitment.
4. Gambling activities.
5. Strictly social functions; defined as an event intended for entertainment through companionship with friends and associates, including, but not limited to, weddings, anniversaries, showers, card parties, birthday and social club parties.
6. Benefits for private individuals.

#### Publicity

1. Organizations reserving use of the library's conference room are responsible for their own publicity.
2. All advertisements, announcements, press releases, flyers, etc. relating to the meeting must clearly state that the meeting is not sponsored by the Sterling Heights Public Library.
3. The location of the library should be publicized, but the library's telephone number may not be used for any purpose.
4. The library will not handle attendee registration or take messages for non-library sponsored program participants.
5. The library is not to be included as a source for further information.

Use of the conference room does not constitute library endorsement of the viewpoints expressed by the participants in the programs. No advertisement or announcement implying such endorsement will be permitted. No organization meeting at the library shall use the library as its official address.

Failure to abide by the policy and related regulations will result in cancellation or refusal of reservation.

An organization seeking to use meeting facilities must agree in writing to observe this policy and regulations.

Exceptions to this policy and waiver of fees must be approved by the Library Director.

## Conference Room Use Application

This form must be printed or typed. Please complete entire application, sign it, and return it to the Sterling Heights Public Library. For further information, please call 586-446-2640.

### Sterling Heights Public Library

#### Library Conference Room Reservation Form

Organization \_\_\_\_\_ Today's Date \_\_\_\_\_  
(MUST BE AT LEAST 48 HOURS BEFORE MEETING)

Description and Purpose of Meeting \_\_\_\_\_

Projected Attendance \_\_\_\_\_ Name of Applicant \_\_\_\_\_  
(MUST BE PRESENT AT MEETING)

Applicant's Sterling Heights Public Library Card Number \_\_\_\_\_

Applicant's Complete Address (including zip code) \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Date of Meeting \_\_\_\_\_

\*Times to be Reserved from \_\_\_\_\_ to \_\_\_\_\_  
Room must be vacated 15 minutes prior to closing or future reservations may be denied.

#### Liability Waiver/Indemnification Agreement

I have received, read, understood, and agree to comply with the Sterling Heights Public Library's Conference Room Use Policy.

I hereby fully release and discharge the Sterling Heights Public Library, the City of Sterling Heights, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the above meeting in the Sterling Heights Public Library.

I further agree to indemnify and hold harmless and defend the Sterling Heights Public Library, the City of Sterling Heights, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the above meeting in the Sterling Heights Public Library.

\_\_\_\_\_  
Signature

*Persons reserving the meeting room must be at least eighteen years of age and a resident of Sterling Heights.*

#### OFFICE USE ONLY

Date Received \_\_\_\_\_ By \_\_\_\_\_

Date Approved \_\_\_\_\_ By \_\_\_\_\_

Date Rejected \_\_\_\_\_ By \_\_\_\_\_

Reason \_\_\_\_\_

Library Board of Trustee 11/2007

Revised 09/2013

Revised 05/2018