

## Programming Center Use Policy

### General Guidelines

The primary use of the Library Programming Center is for library sponsored and library-related programs of cultural and educational interest to the community, and meetings or programs sponsored by the City of Sterling Heights.

Second priority will be given to Sterling Heights based non-profit educational, cultural, civic, professional organizations, or other governmental agencies. It is not the intent of the library to provide space on a frequent and permanent basis to support the primary activities of a group or organization. The use of the center is limited for occasional public meetings of a general nature.

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. The library accepts no responsibility for any meeting-related expenses.

### Reservations/Scheduling

1. Authorization to use the Programming Center 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.
2. Meetings are limited to a maximum of three (3) hours. Meeting room requests can be submitted based on the following schedule: Starting **November 1<sup>st</sup>** or the first weekday after November 1<sup>st</sup> for usage in December – February; Starting **February 1<sup>st</sup>** or the first weekday after February 1<sup>st</sup> for usage in March – May; Starting **May 1<sup>st</sup>** or the first weekday after May 1<sup>st</sup> 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. Each applicant can only book one date at a time. After the scheduled meeting a new application can be submitted to request another date. Applications are approved on a first come, first served basis within five working days of receipt of the completed application. Reservations will not be considered unless received at least 48 hours before meeting date/time.
3. The programming center is available during library hours of Monday through Thursday 8:30 a.m. till 7:45 p.m., Friday 1 p.m. till 4:45 p.m., Saturday 9:30 a.m. till 4:45 p.m., and Sunday 1 – 4:45 p.m. when the library is open .
4. All those who wish to use the meeting 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. All meetings must be open to the general public, regardless of age, sex, race, religion, national origin, or physical disabilities. No admission fees may be charged, money collected, or fund raising activities conducted.
7. Organizations must comply with applicable Americans with Disabilities Act (ADA) requirements when using library meeting room facilities, 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. Groups wishing to serve limited refreshments may do so with the approval of Library Administration staff. All food and drink must be confined to the Programming Center. The library provides no serving equipment. If refreshments and beverages are served, the tables, chairs and carpets must be cleaned afterward by the user group.
2. The library is not responsible for equipment, supplies, materials or personal possessions owned by those sponsoring or attending a meeting or activity.
3. Programming Center must be left in the condition it was found. The organization or person reserving the meeting room is responsible for the cost to repair any damages incurred.
4. Adequate adult supervision of minors is required at all times.
5. Activities and materials must be contained within the room.
6. Groups using the facilities must conform to all fire and safety regulations, including maintaining open aisle space and abiding by occupancy limits.
7. Nothing may be attached to the wall.
8. 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.
9. The library business phone use will be limited to emergency calls only. No telephone messages will be taken.
10. By City Ordinance, smoking and alcoholic beverages are prohibited on the premises.
11. Groups must transport their own equipment and supplies. The library does not provide any audio, video, or computer equipment.
12. The library will provide tables, chairs, a lectern, and limited audiovisual equipment upon request.

#### Prohibited Uses and Activities

Library meeting room cannot be used for the following purposes:

1. Meetings or public announcements sponsored by political parties or by individual candidates for local, state, or federal offices. Elected officials may use the meeting rooms for "office" hours or to meet with constituents. Such meetings may not be used for re-election purposes.
2. 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.

3. Instructors conducting classes for profit and groups promoting future courses or services entailing fees.
4. Employee recruitment or training classes sponsored by for-profit organizations.
5. Gambling activities.
6. 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.
7. Benefits for private individuals.

#### Publicity

1. Organizations reserving use of the library's program center facility are responsible for their own publicity.
2. All advertisements, announcements, press releases, flyers, etc. relating to 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 public meeting 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 must be approved by the Library Director.

**Library Programming Center Use Application**

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

**Sterling Heights Library Programming Center 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 \_\_\_\_\_ Requested setup (number of chairs, tables, and arrangement desired): \_\_\_\_\_

Audiovisual Requirements: (circle items requested)    Microphone    Projector    Laptop

\*Times to be Reserved from \_\_\_\_\_ to \_\_\_\_\_ (please allow time for set up and clean up of room)

Limited to a maximum of three (3) hours. Actual start time \_\_\_\_\_ (If different than "Reserved from" time)

**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 Library Programming Center 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 Trustees 04/2012  
Revised 09/2013  
Revised 05/2018  
Revised 09/2022