

Meeting Room Use Policy

Policy Statement

The Clinton-Macomb Public Library (CMPL) provides meeting rooms to offer programming to the public. The Library Board also recognizes that its facilities belong to the community and permits meeting room use by non-commercial groups and organizations based in its legal service area¹ free of charge.

Regulations

1. Library, library related and library-sponsored or co-sponsored programs have priority use of the facilities.
2. Meeting rooms are available to established non-commercial, non-profit groups based in the library's legal service area. Rooms are also available to elected officials and other government employees as long as the use is for official business and they directly represent or serve constituents in the library's legal service area. Rooms may not be used by elected officials or candidates for office for campaign purposes. The library may require proof of a group's eligibility.
3. Meetings must be for civic, cultural, educational purposes. Meetings with a stated or underlying purpose of selling a product or service, soliciting new customers, promoting commercial ventures, that may disturb regular library functions, and private events such as parties and weddings are prohibited.
4. Subject to availability, a group or resident cardholder may use one meeting room per time period with a maximum number of active reservations being two in any 60-calendar day period. Under no circumstance will any group or resident cardholder be allowed to have more than two active reservations during any 60-calendar day period without the prior approval of the Library Director.
5. Applicants must submit requests online for each reservation up to 60 days in advance of the meeting. Applications will be approved or denied within five business days on a first come, first served basis. Reservations are not guaranteed until approved by the library.
6. Applicants must be age 18 or older and have a CMPL resident card in good standing. Applicants may have up to two active requests at a time. The library will share the applicant's contact information if there are any inquiries about the meeting or the group.

¹ Clinton Township (excluding the portion in the Mount Clemens School District) and Macomb Township.

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7. Meeting rooms are available during regular library hours and must be vacated at least 15 minutes before closing. If a meeting runs after hours, a \$50 fee may be assessed for every 15 minutes beyond the vacate deadline.
8. A group no longer needing a meeting room must notify the library of the cancellation 24 hours or more in advance.
9. Meetings will be cancelled in accordance with library policies for temporary closures or emergency procedures. A meeting may be canceled at the discretion of the Library Director or staff member authorized by the Library Director at any time.
10. Room setup and equipment needs must be indicated when the application is submitted. Last minute changes cannot be guaranteed.
11. A group must not use the library's name for any purpose other than to indicate the meeting location. The library must not be used for a group's contact for registration, information or headquarters, the only exception being the Friends of the Library.
12. Permission to meet at the library does not constitute the library's endorsement of a group's policies or beliefs. Publicity regarding meetings held at the library must contain the following statement: "This program is neither sponsored nor endorsed by the Clinton-Macomb Public Library."
13. Literature may be distributed in the room during the meeting, but commercial advertising, such as coupons or testimonials, is not permitted. The placement of signs, banners and materials outside of a meeting room is not permitted unless approved in advance by the Library Director.
14. Groups may charge fees for meeting materials, course credits or food not used as a fundraiser; admission charges are prohibited.
15. The only merchandising and fundraising activities permitted on library property are library-sponsored activities or activities permitted by contract with the library. Any sale or activity must be requested in writing and approved in advance by the Library Director.
16. Food is permitted during a meeting but cooking facilities are not available. The group is responsible for cleanup and must bring its own supplies.
17. Alcoholic beverages are prohibited in or on library property without advance approval by the Library Board.
18. Taping, stapling or tacking materials to doors, walls, windows or furnishings and the use of candles or other incendiary objects are prohibited.
19. Library staff will unlock a room for any member of a group even if the applicant is not present.
20. The facility and library-provided equipment must be left in the same condition it was prior to the meeting. The applicant accepts all responsibility

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for the cost to repair, replace, or clean any soiled or damaged facilities or equipment.

21. Library staff will provide basic technology assistance, within reason, with library-provided equipment.
22. Groups must comply with all applicable federal and state laws and local ordinances including but not limited to the Michigan Open Meetings Act.
23. The library reserves the right for staff members to enter a room at any time. Meetings must be under adequate adult supervision at all times. The responsible adult must make attendees aware of the library's policy regulations and ensure compliance with the capacity limit indicated on the meeting room application.
24. The library shall not be held liable for any injury sustained or damage done that is related to the use/misuse of equipment or facilities.
25. Tipping or other compensation to library personnel is not permitted.
26. Failure to comply with this policy may result in forfeiture of meeting room privileges as determined by the Library Director. A group or applicant whose privileges have been suspended may have the decision reviewed by the Library Board.

Approved: April 17, 2024
Clinton-Macomb Public Library Board of Trustees