

The library provides meeting rooms to local non-profit, non-commercial groups and organizations of the Harper Woods community as part of its mission of service. The policy for the use of the facility is established by the Library Board of Trustees and is subject to change at any time.

## A. AVAILABILITY

1. Library programs shall have priority in the use of the facility, including meeting rooms.
2. Public meeting rooms are available to non-profit, non-commercial organizations. The rooms are not available to individuals or for-profit entities except at the discretion of the Library Director.
3. Meetings shall be for civic, educational, or cultural purposes and be open to the public.
4. Organizations with a Harper Woods affiliation receive priority in scheduling on a one use per month basis. Exceptions for departments of the City of Harper Woods may be made at the discretion of the director.
5. The responsible party must be an adult resident of Harper Woods with a Harper Woods library card in good standing. Unless waived by the Library Director, the responsible party shall have signed the Meeting Room Use Application and agree to its provisions at least 24 hours prior to the meeting.
6. Organizations must provide supervision with an adult present at all times in the room. The responsible party must accept responsibility for the repair or replacement of damaged facilities or equipment.
7. The library shall not be held liable for any injury sustained or damage related to the use of equipment and/or facilities. The responsible party is responsible for making program attendees aware of this policy.
8. Meetings that may disturb regular library functions are not permitted.

## B. SCHEDULING

1. Hours of scheduling shall include the setup, breakdown, and cleanup time needed.
2. The meeting room is available during regular library hours. The room must be vacated 15 minutes prior to closing time.
3. Organizations whose room use extends beyond the library's regularly scheduled closing time are subject to a \$50 staffing fee.
4. Unless waived by the Library Director or their representative, reservations must be made at least one (1) week prior to the meeting but not more than three (3) months in advance. Reservations may be made by telephone, email, fax, or in person. A responsible adult from the organization should complete the meeting room application not less than 24 hours prior to the event.
5. The organization's meeting room setup needs shall be stated at the time of the application. The Library will

determine if library staff or the organization will be responsible for room setup/breakdown.

6. The library, with prior notification, can provide a laptop, projector, lectern, projection screen, and projection stand. The running of the equipment is the responsibility of the organization. The provision of other equipment shall be the responsibility of the organization.
7. The library reserves the right to withdraw previously granted permission for room usage at the discretion of the Library Board or Library Director.

## C. GENERAL REGULATIONS

1. Organizations may only advertise the library's name and address to indicate the place and time of the meeting. Organizations may not use advertising and/or publicity which implies that the program is sponsored by the library.
2. Literature may be distributed, but no items/services may be sold. The only merchandising activities permitted are library-sponsored sales or the activities of library-affiliated groups (e.g., Friends of the Library).
3. Organizations may not charge admission for events. Non-commercial, non-profit organizations may charge fees for learning materials, course credits, or food service not used as a fundraiser. Exceptions for departments of the City of Harper Woods may be made at the discretion of the director.
4. Upon request, the library may allow light refreshments to be consumed in the meeting room only. If approved, the organization is responsible for bringing their own supplies (napkins, cups, etc.). Excess supplies may not be stored at the library.
5. No alcoholic beverages are permitted on library property without the approval of the Library Board, appropriate city departments and proper licensing and insurance.
6. The organization shall not register more people than the room capacity for the room's configuration.
7. The library will provide the name and telephone number of the person or organization holding the meeting to persons requesting information on the scheduled meeting.
8. All users of the library's meeting room must comply with all applicable laws and local ordinances.
9. The approval of the use of the meeting room, or portion thereof, does not entitle the user to use any other part of the library for meetings or other related purposes.
10. Guns and other weapons are not allowed in the library or on library property as per city policy. (Law enforcement officers and concealed weapons permit holders are exempt).
11. The library will not register people for non-library programs.

## D. FEES

1. The library does not charge a fee for the use of the meeting room; however, donations are accepted and are used to purchase library materials.
2. If special cleaning of the facility is needed, the responsible organization shall be charged a fee of at least \$50.00.



# Harper Woods Public Library Meeting Room Use Application

Rev. August 2019

The library offers meeting room facilities to non-profit, non-commercial organizations with a Harper Woods affiliation. Please review the Meeting Room Policy on the reverse side of this application for eligibility and terms of use. Requestor must be a HWPL cardholder in good standing.

Organization Name: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Meeting Date: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

(Note: Room must be vacated 15 minutes prior to closing time. Full Room capacity = 50; Conference Rooms 1 or 2 = 20)

Responsible Party Name: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

**I am applying for the use of the library's meeting room on behalf of the above organization. I have read and understand the library's Meeting Room Use Policy and agree to its conditions. I agree to be personally and financially responsible for the proper use of the facility and its equipment and keeping it in a good and clean condition. I understand that a fee may be charged to my library card for any necessary cleaning or repairs.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Harper Woods Library Card No.: \_\_\_\_\_

Send completed application to: Harper Woods Public Library Or Fax to: (313) 343-2127  
ATTN: Meeting Room Scheduling Email: hwl@libcoop.net  
19601 Harper Avenue  
Harper Woods, MI 48225

### APPLICATIONS ARE NOT FINAL UNTIL CONFIRMED BY LIBRARY STAFF

Office Use Only:

1. Organization Eligibility Verification: Does organization meet eligibility requirements and is room use approved? Yes  No

2. (If approved) meeting room schedule updated: Yes  By: \_\_\_\_\_

Comments:

Date: \_\_\_\_\_

3. Equipment Tables:  Amount: \_\_\_\_\_ Chairs:  Amount: \_\_\_\_\_

Lectern  Power Strip:   
Laptop  Projector

Screen (Room 2 only):

(Note: Computer Jacks are available in both rooms)