

**Cheboygan Area Public Library
Library Center for Community Programs Use Policy**

The Cheboygan Area Public Library provides space for meetings in five (5) rooms on the lower level of the library. The purpose for providing space for community meetings is to further the Library's role in the community as the information resource center and as a recreational resources outlet accessible to all residents. In carrying out this role, the meeting rooms are for use primarily by the Library and by organizations affiliated with the Library. However, the meeting rooms are also a community asset, and the Board of Trustees wishes to encourage their use by area community groups when not in use for Library functions.

Room use - statement of policy

The Library Center for Community Programs (LCCP) is for meetings or programs of an educational, informational, cultural or civic nature, primarily presented or co-sponsored by the Library or by not-for-profit groups or agencies. Only Library sponsored or co-sponsored meetings or programs may involve sale of items, fundraising activities or solicitation of donations.

Use of the facilities for Library, Library-affiliated and Library sponsored meetings or programs shall have priority over all other requests.

Businesses may use the meeting rooms for not-for-profit activities. Programs involving the sale, advertisement or promotion of commercial products or services or the solicitation for the future sale of commercial products, are prohibited.

Meetings or programs which, in the sole judgment of the Library staff, would interfere with the functions of the Library or of patrons using the Library will not be permitted. Meetings or programs which are approved but which prove disruptive to Library operations shall immediately cease the actions disrupting Library operations upon notification to do so by Library staff.

Scheduling of a meeting or program of a group or organization in the Library does not in any way constitute an endorsement by the Library of the group or organization; its activities; or of the ideas and opinions expressed during the course of meetings or programs held at the Library.

Any public advertising of scheduled events must include a contact phone number other than the library phone number and this disclaimer:

THE SCHEDULING OF A MEETING OR PROGRAM IN THE CHEBOYGAN AREA PUBLIC LIBRARY DOES NOT IN ANY WAY CONSTITUTE AN ENDORSEMENT BY THE LIBRARY OF THE GROUP OR ORGANIZATION; ITS ACTIVITIES; OR OF THE IDEAS AND OPINIONS EXPRESSED DURING THE COURSE OF MEETINGS OR PROGRAMS.

A caregiver who is attending an activity in the LCCP may not leave a child unattended in the library.

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Groups will be billed for the cost of any damages. Room users are responsible for the condition of the room following the meeting. Room users must clean the room, put away furniture, and discard all trash. The Library reserves the right to reject future requests for use of the facility for non-compliance of policy.

No alcohol or alcoholic beverages of any type may be served, brought into or consumed on the Library's premises. Smoking, the use of tobacco products and all vaping products is prohibited.

No food or beverages are allowed in the Gallery.

Meeting room set-up is the responsibility of the applicant. Include set-up and break-down time on the Community Room Use Request form. The room must be returned to its original condition after use. No items can be taped or tacked to the walls. Items may not be stored in the building before or after a meeting. If desired, a group may pay a fee of \$20.00 per event, per room, to have library staff set-up and break-down rooms.

In the event of inclement weather, utility outage or other emergency, Library administration may close the library and cancel all scheduled events. Best effort will be made to notify the applicant.

The Library will not be held responsible or liable for any damages or injuries to persons attending functions held in the LCCP. The group waives the Library's liability and agrees to follow the Library's rules and regulations.

Potential users are encouraged to tour the building prior to using the meeting rooms. If any audio-visual or computer equipment is needed it is the responsibility of the group to schedule a training session with Library staff prior to the meeting. There is no Library staff on call to assist with technology questions.

The reservee must sign in prior to and sign out after the event noting the number of attendees on the sign in sheet located at the circulation desk on the main level. The reservee is responsible for clearing the reserved space of attendees fifteen (15) minutes before the Main Library's closing time.

For full room descriptions and amenities available visit our website cheboyganlibrary.org under Community Room Use.

Any organization, group or individual wishing to use space in the LCCP must complete the Community Room Use Request application form located on the Library's website. The Library Director or their designee must approve each request prior to use of a meeting room.

Community Room Use Requests should be made at least two (2) weeks in advance of the desired use date. Requests submitted short of the two week advance will be accommodated when possible.

Requests can be submitted no more than two (2) months in advance of the desired date of use.

Requests shall not be considered fulfilled until confirmation is received from designated Library Staff.

The Library reserves the right to cancel a confirmed Community Room Use Request of all or part of the meeting rooms upon seven (7) days notice.

Any reservee of a confirmed Community Room Use Request shall notify the Library when a cancellation is necessary.

All meetings and programs of or for groups comprised primarily of people under the age of eighteen (18) require the presence of a responsible adult at all times. Parents of young children (seven years old or younger) are encouraged to attend any meeting or program which their child is present.

User Fees

In District Non-Profit Groups

No charge during library hours
\$30.00 per hour or portion of an hour for early entry
\$20.00 for kitchen privileges w/ Neuss Room reservation

Out of District Non-Profit Groups and For-Profit Groups

\$160.00 per day (8 hours) during library hours
\$80.00 per ½ day (4 hours) during library hours
\$30.00 per hour during library hours
\$30.00 per hour or portion of an hour for early entry
\$20.00 for kitchen privileges w/ Neuss Room reservation

Use of the facilities as a class meeting place for which tuition or a fee is charged may be scheduled for a block of eight (8) weeks at a time. The library will charge a fee of \$25.00 per weekly contact hour. Weekly contact hours are defined as the number of hours a class is regularly scheduled to meet during a week.

For example: Class scheduled on Mondays from 3 - 5 pm (2 weekly contact hours) for eight (8) consecutive weeks. $2 \times \$25.00 = \50.00 total fee for the reservation.

All classes must be held during the Library's regular operating hours.

The library will charge a firing fee of \$25.00 per firing service for use of the kiln.

Library Center for Community Programs (LCCP) Hours of Operation

Monday - Wednesday	10:00 am - 7:45 pm
Thursday	8:00 am - 6:45 pm

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Friday	8:00 am - 4:45 pm
Saturday	10:00 am - 2:45 pm
Sunday	1:00 pm - 4:45 pm

Be advised the LCCP closes fifteen minutes (15) before the Main Library.

Board approved 12/8/2005
Revised 11/9/2006
Revised 6/12/2008
Revised 11/9/2023

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