



## Dearborn Public Library Meeting Room Use and Booking Policies May 1, 2018

### Use Policy:

1. All meeting rooms are only available during the hours the library is open to the public.
2. All meeting rooms are available to visitors 18 years old or older on a first come, first served basis unless they are pre-booked.
3. The Ford Meeting Room on the second floor is for groups of 2-12 people. The three meeting rooms on the mezzanine (Rooms 33, 34, and 35) are for groups of 2-8 people. The Library reserves the right to determine room assignment of groups.
4. Meeting rooms are for **group** study, quiet discussion or tutoring, project work, or similar activities. They are not for individual study.
5. Meeting rooms are for people 18 and over. Exceptions can be made for special circumstances at the library's sole discretion
6. Meeting rooms may not be used for private social functions such as birthday parties, daycare, group story times or play time, anniversary parties, funeral gatherings, wedding receptions, or other such gatherings or celebrations. The Library reserves the right to determine activities appropriate for meeting room use.
7. All meeting rooms have free wireless internet available
8. Two group members must be present at the Adult Services Reference Desk to sign out a room unless the room is pre-booked.
9. One member of the group must show picture identification at the Adult Services Reference Desk on the second floor. This person has the responsibility to ensure that use of the room complies with library policies.
10. Groups may not leave the meeting room unoccupied or occupied by a single person for more than 15 minutes without forfeiture of the room unless that room is pre-booked.
11. Conversations inside the room must be inaudible outside the room.
12. Signage may ONLY be displayed on library-provided easels. Groups may request up to two easels. Signage may not be handwritten. Signs may not be taped or otherwise adhered to any surfaces.
13. Taping or otherwise adhering materials to walls or other furnishings is prohibited.
14. Covered drinks are allowed, but food is not permitted.
15. People using the Ford Study room must allow patrons in to browse the Ford collection.
16. No sales or financial transactions are allowed.
17. No group or individual may consider the Library its permanent meeting place or use the Library as its mailing address.
18. Ending times are strictly enforced if all rooms are occupied and others are waiting. The group that has been using a room the longest will be asked to leave first. As a courtesy to the next group, meeting rooms should be vacated promptly.
19. If a group wishes to use a meeting room again on the same day, there must be at least one hour between the two signups.
20. The room must be left clean, in good repair and in the same condition it was before the meeting. Any group that damages library property will be liable for costs and may lose library privileges.
21. All meeting rooms close 15 minutes before the library closes.

## **Booking Policy:**

1. Meeting rooms may be booked in advance by calling (313) 943-2330, or by visiting the Adult Services Reference Desk during the hours the library is open to the public.
2. Rooms may not be booked for meetings later that same day.
3. Bookings cannot be made more than one month in advance unless payment is submitted at the time of reservation.
4. Payment is by cash, credit card, or check made out to the *City of Dearborn*. Online payments are not currently possible.
5. Unoccupied rooms will be held for 30 minutes after the scheduled start time. After 30 minutes the library reserves the right to release the room to another group.
6. All cancellations or changes are to be made by the applicant only. No refunds can be given without Administrative approval. Credit for unused funds can be given only if another room is booked immediately after cancellation.
7. No pre-setup of meeting rooms is available.
8. All room use policies apply for pre-booked rooms unless otherwise stated.

## **Legal information:**

The Dearborn Public Library reserves the right to prohibit an individual or group from using meeting rooms due to disorderly conduct or failure to abide by the Library's policies, procedures, or guidelines. The Library reserves the right to monitor and terminate the use of a room if a group becomes disruptive to normal library operations.

Individuals and groups using the rooms agree to indemnify and hold harmless the Dearborn Public Library from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of these rooms, their furnishings, or equipment. Group use of the rooms does not indicate an endorsement of the group by the Dearborn Public Library or the City of Dearborn. Library or City logos are not permitted on promotional materials unless permission is expressly given by the library director or their designy. Groups using the room are responsible for the condition of the room. They will be billed for any damage to the room as a result of their use.