



Dearborn Public Library
Meeting Room Use and Booking Policies
September 02, 2014

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 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 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.
6. All meeting rooms have wireless internet available. Access is free for Dearborn library cardholders. Non-cardholders may purchase a daily pass per device, at the current rate.
7. Two group members must be present at the Adult Services Reference Desk to sign out a room unless the room is pre-booked.
8. One member of the group must leave 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.
9. Children not yet of high school age must be accompanied by an adult (18 or older) at all times.
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 in a timely manner.
19. Identification is returned when the room is vacated completely.
20. 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.
21. The room must be left clean, in good repair and in the same condition it was prior to the meeting. Any group that damages library property will be liable for costs and may lose library privileges.
22. All meeting rooms close 15 minutes before the library closes.
23. There will be a lost key charge of \$10.

BOOKING POLICY

1. Meeting rooms may be booked in advance by calling (313) 943-2330 or by visiting to 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 time of reservation.
4. Payment is by cash or check made out to the *City of Dearborn*.
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 applicant only. No refunds – credit only if rebooked immediately.
7. No pre-setup of meeting rooms is available.
8. All room use policies apply for pre-booked rooms unless otherwise stated.

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.

Legal information: 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. 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.



Dearborn Public Library Room Rental

Details, Extras, and Fees

July 01, 2017

Room	Capacity	Fee	Food	Deposit
Note: these rooms are only available during the hours that the library is open to the public				
Meeting Rooms M33, M34, M35, Esper Meeting Room 125	8	\$10 per hour for a minimum of 1 hour \$5 for each additional half- hour Half -hour increments only	Food is not permitted	None required
Ford Meeting Room	12	\$10 per hour for a minimum of 1 hour \$5 for each additional half-hour Half -hour increments only	Food is not permitted	None required
HFCL Conference Room	40, depending on layout	\$40 for a minimum of 2 hours \$10 for each additional half-hour Half-hour increments only	If food is served, must pay for Custodial fee - \$10 flat rate, which includes use of the kitchenette	Minimum 25% deposit required at time of reservation. Balance due at least 7 days prior to the event.
Esper Cebulski Community Room	40, depending on layout	\$30 for a minimum of 2 hours \$10 for each additional half-hour Half-hour increments only	If food is served, must pay for Custodial fee - \$10 flat rate	

Room	Capacity	Fee: Dearborn Non-Profit	Fee: Non-Resident Non-Profit	Fee: For Profit Organization	Deposit
Note: the auditorium is available during the hours that the library is open to the public with limited after-hours availability					
Auditorium	216 plus 7 ADA Companion Seats	\$150 total for minimum of 3 hours / \$50 each additional hour	\$180 total for minimum of 3 hours / \$60 each additional hour	\$360 total for minimum of 3 hours / \$120 each additional hour	Minimum 25% deposit required at time of reservation. Balance due at least 30 days prior to the event.

Extra Items <i>(Note: Not available for the meeting rooms)</i>	Conference / Community Room	Auditorium	Fee
Easels (2 available)	X	X	No Charge
Whiteboards (2 available) <i>(includes dry erase markers and erasers)</i>	X	X	No Charge
LCD Projector and/or hard-wired Internet connection <i>(Includes technician's assistance)</i>	X	X	\$75
TV with DVD or VHS player <i>(Note: Does not get TV reception)</i>	X	X	\$35
Screen	X	X	No Charge
Slide Projector	X	X	\$30
Overhead Projector	X	X	\$25
Security Guard Fee Required during non-operating hours of library or as deemed necessary by the director		X	\$40 per hour per guard < 100 people = 1 guard >=100 people = 2 guards
Custodian Fee Required whenever food or drink is served in the Rotunda		X	\$40 Flat rate when building is open \$40 per hour when building is closed
Podium with microphone included		X	No Charge
Microphones (Wired) – 5 available		X	\$20 each
Microphones (Wireless) – 4 available		X	\$50 each