

PORTAGE DISTRICT LIBRARY

Community Meeting Rooms Policy

The Portage District Library's community meeting rooms, like other library spaces, materials and services, are available on a first come, first served basis, to citizens residing within, or groups serving the Portage District Library service area. The rules and regulations listed below are designed to better serve the public.

Rules for Use of the Library's Community meeting rooms:

1. In accordance with the Elliot-Larsen Civil Rights Act, the library, as a tax supported facility, may be used only by those groups whose membership is open to all people without discrimination because of religion, race, color, national origin, age, sex, height, weight, or marital status.
2. Library use of community meeting rooms takes precedence over all other uses. In an emergency situation, if the library should find it necessary to cancel a scheduled activity in a community meeting room, then the library staff person in charge of room reservations will notify the renter who booked that room that other arrangements must be made. A full refund of the room fee will be issued to the renter.
3. Community meeting rooms may be reserved by professional and governmental groups and by any local organized group in the Portage District Library service area. Local business use is permissible when no selling, solicitation or order taking occurs (See Item #4). Local is defined as a Portage-based organization or one with a significant Portage membership within the Portage District Library service area.
4. Approved use of the library's community meeting rooms does not include selling or moneymaking enterprises except those that may be sponsored by the Portage District Library itself, or the Friends of the Portage District Library.
5. Educational groups, public service groups and citizens' activities related to public policy may charge fees only to recover the cost of consumable materials or instruction, provided financial profit is not the purpose of the activity.
6. A group's use of the community meetings rooms is not sponsored by the Portage District Library unless sponsorship is expressly approved in writing by the Portage District Library. Groups shall not cause a probability of confusion or misunderstanding as to sponsorship of their use of the community meeting rooms by the Portage District Library.
7. The Portage District Library community meeting rooms shall not be used for any unlawful purposes.

THE PORTAGE DISTRICT LIBRARY RESERVES THE RIGHT TO CANCEL ANY USE OF THE COMMUNITY MEETING ROOMS, AND TO SUSPEND OR TERMINATE FUTURE USE OF SAID ROOMS, BY ANY ORGANIZATION THAT VIOLATES THIS COMMUNITY MEETING ROOMS POLICY.

Regulations for Use of the Portage District Library’s Community Meeting Rooms:

1. Rooms are to be booked on a first-come, first-served basis in two-hour blocks of time, and may be reserved a maximum of two months in advance. Rooms must be paid for at least **ONE WEEK** in advance of scheduled use.

SINGLE ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room	Non-Profit Rental Rate	For-Profit Rental Rate
Austin Lake Room	\$25.00	\$55.00
Sugarloaf Lake Room	\$20.00	\$50.00
West Lake Room	\$20.00	\$50.00
Gourdneck Lake Room	\$15.00	\$30.00
Long Lake Room	\$10.00	\$20.00
Board Conference Room	\$10.00	\$20.00

COMBINED ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room Combinations	Non-Profit Rental Rate	For-Profit Rental Rate
Austin Lake + Sugarloaf Lake + West Lake Rooms	\$ 65.00	\$155.00
Austin Lake Room + Sugarloaf Lake Room	\$ 45.00	\$105.00
Sugarloaf Lake Room + West Lake Room	\$ 40.00	\$100.00
Gourdneck Lake Room + Long Lake Room	\$ 25.00	\$ 50.00

Any time spent over the reserved block of time will result in an additional two-hour charge. Exceptions to these meeting room rental charges may only be granted by the Library Director.

2. A two-tier system has been created to delineate between non-profit organizations and for-profit organizations. Groups wishing to take advantage of the non-profit price tier must present either proof of their 501-C3 status, or proof of their government relationship at the time of booking.
3. Set-up and tear-down of a meeting room is the responsibility of the organization using the meeting room and must be accounted for within the block of reserved time. Chairs and tables are provided at no additional charge. Any time spent prior to, or after the reserved time, may result in an additional charge of one or more two-hour blocks of time. At the conclusion of a meeting, the room should be left in the same condition as it was found or an additional fee will be assessed equal to a minimum of one two-hour block of time for clean-up.
4. Any damage done, whether accidental or due to negligence, including the need for special cleaning, will result in the billing of the contact person for the actual cost of the cleaning, repair, and or replacement of the damaged article(s).
5. Organizations must be completely out of their meeting room by the library’s closing time. If an organization remains past the library’s posted hours of operation, an additional fee of (\$100.00) one hundred dollars may be charged to the contact person. Groups must be out of the rooms by:

9:00 p.m. - *Monday - Thursday*
 6:00 p.m. - *Friday*
 5:00 p.m. - *Saturday*

Note: Meeting rooms are not rented on Sunday.

Use of the library's community meeting rooms is not permitted before or after library hours or when the library is closed.

6. Each room contains the following equipment, which is available at no additional charge: Computer Projector, VCR, DVD, Dry Erase Board and Dry Erase Markers, and Cordless Microphone. Additional equipment including a Slide Projector, Movie Projector, Overhead Projector, and Podium are also available. Detailed instructions are included with each piece of equipment, however it the responsibility of the organization using the room to double check that their equipment is compatible with that of the Portage District Library. To do this, please contact the Meeting Room Coordinator at least forty-eight hours prior to room use. All Equipment must be requested at least (48) hours prior to room use. Detailed instructions are included with each piece of equipment, however it the responsibility of the organization using the room to double check that their equipment is compatible with that of the Portage District Library.
7. Food and drink are permitted but must remain within the organization's rented room. Coffee pots, and an ice machine are available, however the library does not supply coffee, cream, sugar, serving ware, etc. As per fire codes, no open flames of any kind are allowed within the Portage District Library.

**NO ALCOHOLIC BEVERAGES ARE ALLOWED ON LIBRARY PREMISES.
NO SMOKING IS ALLOWED INSIDE THE PORTAGE DISTRICT LIBRARY.**

8. Portage District Library's Community Meeting Rooms are used for multiple purposes and therefore nothing may be permanently affixed to the walls.
9. Illegal activities including gambling are not permitted in the community meeting rooms.
10. The Portage District Library is not responsible for loss or damage to exhibits left in the community rooms or for the personal property of those attending the meetings.