



Community Meeting Room Rules

1. Food and drink are permitted but must remain within the User's rented room. Coffee pots 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 EXCEPT FOR LIBRARY SPECIAL EVENTS - WITH THE APPROVAL OF THE PORTAGE DISTRICT LIBRARY.

2. No tobacco or vaping use is allowed inside the Library.
3. The community meeting rooms are used for multiple purposes and therefore nothing may be permanently affixed to the walls.
4. The community meeting rooms shall not be used for any unlawful purposes, and anyone using the meeting rooms will abide by all Library policies, rules and regulations.
5. The Library is not responsible for loss or damage to exhibits left in the community meeting rooms or for the personal property of those attending the meetings.
6. 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, familial status or marital status.
7. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property. Users shall not use the community meeting room for fundraising, commercial purposes, or selling goods or services. The exception to this rule is for the following:
 - a. The sale of books, CDs and other items by authors or artists and Library sponsored or co- sponsored events;
 - b. Events for which the proceeds are used for Library programs or for the benefit of the Library, provided that the Library accepts the donated proceeds. However, the User must be authorized by law to conduct the fundraising or solicitation.
8. Users of the community meeting room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, and financially responsible for any damages if they occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every twenty (20) minors. This ratio may be altered by the Library Director depending on the age of the minors.
9. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the community meeting rooms.
10. Users shall permit no more persons than is stated by occupancy requirements.
11. The Library staff may attend or observe any event or activity in the community meeting room.