

ALCONA COUNTY LIBRARY OPERATING POLICY AND PROCEDURES

MEETING ROOM LINCOLN BRANCH

The meeting rooms at the Alcona County Library, Lincoln Branch are available without charge to non-profit organizations for recreational, cultural and civic purposes. Rooms are not available for social occasions.

The meeting rooms may not be scheduled for ongoing weekly programs except in unusual circumstances approved by the Director. Unusual circumstances may include but are not be limited to weekly programs for only a few weeks with a scheduled termination date.

Failure to follow Meeting Room Policy may result in loss of meeting room privileges.

The procedure for reinstatement of denied privileges will be by petitioning directly to the Library Board.

All groups using the room must be under adequate adult supervision for number of children in the group, with an adult in attendance at all times.

Groups wishing to use the room must fill out an application a minimum of two (2) weeks prior to use. Return of the Director/Branch Clerk signed application will designate approval for use of the room.

The program and meeting needs of the Library will take precedence over meeting room use requests made by other community groups.

The room must be vacated at least 15 minutes prior to closing of the building. In unusual circumstances an organization may be approved to use the meeting room when the Library is closed. Such usage must be approved by the Director. Failure to secure the building following room use after hours, will result in a \$25.00 fine for the first offense, plus cost of damages. Second offense will result in loss of privileges to use the rooms.

In the case of after hours meeting a charge of \$25.00 for a key deposit must accompany the application. The key may be picked up two days prior to the meeting. After the meeting, the key must be placed in the bookdrop on the West side of the building. A deposit will be returned only if the key is in the box the following morning. Keys kept more than 24 hours may cause the library additional charge if the lock has to be changed. The additional charge will be billed to the group responsible.

No admission fee is to be charged for meetings or exhibits. The Alcona County Library Board and their designee reserve the right to refuse usage to any group or expel an organization for misuse of the room or improper behavior.

ALCONA COUNTY LIBRARY OPERATING POLICY AND PROCEDURES

Because the meeting area does not have counter space or running water, only light refreshments may be served. Meals may not be served.

Meeting room set-up is the responsibility of the applicant. Room must be returned to its original condition after use. Items to be displayed shall not be taped or tacked to walls or moldings.

Groups must notify the library, as soon as possible, of any change in Responsible Party or change of the Contact Person, address, phone & fax number, or email address.

The Library will not take responsibility for loss, fire, theft, or damage of the group's property.

Groups using the room agree to indemnify and hold harmless the Alcona County Library, Alcona County or the Village of Lincoln, its agents and representatives, 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 the room, its furnishings or equipment.

Groups using the room are responsible for the condition of the room and careful use of any library equipment. Any debris must be picked up and disposed of properly. The group will be billed for any damage to the room or equipment as result of their use.

