



MEETING ROOM GUIDELINES

The Herrick District Library provides meeting rooms to empower our community to connect, discover and create, which is the library's mission. The primary intent of the meeting rooms is to provide space to implement regular Library programs. However, four rooms are frequently available for use by not-for-profit groups:

- Main Library Auditorium
(max. 200, stage, podium, tables, and chairs available)
- Main Library Classroom
(max. 46, podium, tables, and chairs available)
- Main Library Conference Room
(max. 12, tables and chairs available)
- North Branch Community Room
(max. 80, podium, tables, and chairs available)

The guidelines below have been developed by the Library's Administration to implement the Herrick District Library Board's "Meeting Room Policy." The guidelines may be amended periodically. Those who use the library's meeting rooms must also adhere to other Library policies, including the Patron Rights Statement and the Internet Use Policy. Public movie licensing regulations must be followed to avoid copyright violation. Permission to use the rooms does not imply HDL endorsement of the goals, policies or activities of any group or organization. HDL may request verification of not-for-profit status prior to booking.

HDL requires that all organizations hosting meetings at HDL will uphold high ethical standards without regard to race, color, religion, sex, age, national origin, disability or other protected status.

Failure to abide by the guidelines may result in reservations being denied in the future.

A. Qualifications for Usage

1. Residents of the Herrick District Library service area who are 18 years of age and older and in good standing with the library (e.g., less than \$10 of fines) may reserve a meeting room. **The person making the reservation must be onsite during the meeting time.** Reservations are made by accepting the online

booking agreement on the library's room reservation system, accessed through herrickdl.org.

All Meeting Room bookings must be reserved at least 7 days in advance. Requests for the use and support of technical equipment (microphones, projector, sound system, library computer usage, etc...) in the Auditorium must be made at the time of the Meeting Room Reservation.

Exceptions to the one-week reservation period require approval from the Administrative Office. Please call the Administrative Office Monday-Friday 9:00am-4:00pm (616-355-3726) to inquire about booking these rooms if the meeting is less than one week out.

2. The Classroom, Conference Room, and North Branch Community Room are free of charge and do not offer any technical support. For the Auditorium, a \$25 fee is required for use of any technical equipment and will include staff support for up to one hour during the setup and start of the meeting. These fees must be submitted to the Library Card Desk 7 business days in advance of each reserved date or requests will be denied.

The Main Library's regular Meeting Room hours:
Monday through Wednesday: 9:00am until 8:30pm
Thursday through Saturday: 9:00am until 5:30pm
Sundays: Meeting Rooms not available

The North Branch Library's regular Meeting Room hours:
Monday, Wednesday, and Friday: 9:00am until 5:30pm
Tuesday and Thursday: 9:00am until 7:30pm
Saturday: 9:00am until 1:30pm
Sundays: Meeting Rooms not available

3. Meetings must conclude 30 minutes prior to Library closing to permit attendees and presenters to exit the Library with the general public.
4. All meetings shall be open to the general public. No one may be denied entry to a meeting held in the Library's public rooms.
5. The public meeting spaces are not available for personal/family celebrations, such as (but not limited to): birthday parties, anniversary celebrations, family reunions, wedding/baby showers, graduation celebrations, retirement celebrations, etc...

6. Users of the rooms shall not charge admission fees, use the meeting rooms for fund raising, marketing or solicitation. Non-profit organizations (501c3) may charge a fee for supplies in conjunction with a workshop.
7. The booking calendar is a 3-month rolling calendar. Reservations can only be made up to three months in advance and is on a first-come, first-served basis. **Meeting rooms can be used for a maximum of two times per month per organization.** It is each groups responsibility to keep track of its own usage.
8. No group may transfer its reservation to any other group.
9. The Library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.

B. Cancellation

The Library must be notified within 24 hours if cancellation of a meeting becomes necessary. Please contact our Administrative Office (616-355-3726) to cancel your reservation. Disregard of cancellation guideline may result in denial of future reservations.

C. Conditions of Usage

The Library is a smoke-free and alcohol-free building.

1. Use of hazardous materials is prohibited.
2. Groups may use the auditorium for exhibition purposes in the broad areas of art, history, hobby and handicrafts. Advance consultation with the library staff is necessary if materials are to be hung on the walls.
3. Organizations using the rooms will not be permitted to use advertising or publicity that imply that their programs are sponsored, co-sponsored or approved by HDL. **Any advertising of the public meeting is the responsibility of the booking party.**
4. The Library has the right to deny booking of activities that would disrupt the Library.
5. Organizations using the Library's meeting rooms are liable for any damages or dirtying of the building, furniture and fixtures.

D. User Responsibilities

1. There are several standard setup arrangements for the Auditorium. These should be reviewed and selected at the time the reservation is made.
2. Users may bring in their own refreshments and supplies for meetings in the Auditorium and use of the kitchenette may be requested. Food is not allowed in the other meeting rooms without consent of the Director.

All rooms must be left clean and in the condition you found them.

3. The Library is not responsible for the security of items used or displayed by users. Items may not be stored at the Library.
4. No organization shall use the Library as its official address except the Friends of the Herrick District Library.
5. Users booking the Library's meeting rooms assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.
6. Attendance at meetings may not exceed the maximum number of people per occupancy limit for the rooms:
 - a. Main Branch Auditorium – 200
 - b. Main Branch Classroom – 46
 - c. Main Branch Conference Room - 12
 - d. North Branch Community Room - 80

If an organization is denied use of the Library's meeting rooms or is billed unexpectedly, appeal of that decision may be made first to the Library Director, and subsequently to the Library Board.

Revised November 2016

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