



# Meeting Room Policy

The main purpose of the Waterford Township Public Library meeting room is to support Library programs and activities. First priority will always be given to Library sponsored programs and organizations affiliated with the Library for reservations.

The Library cannot and does not endorse or affirm the philosophy, political, religious or other ideology of any group or organization utilizing the room. The Library excludes the use of its facilities for political rallies, religious services or other activities as directed by the Library Director and the Library Board of Trustees.

The Library retains the right to cancel any reservations for Library purposes.

## Meeting Room Usage for the Public

- The Library meeting room is available for any public function of an informational, educational, cultural, or civic nature, including programs of a political nature. Programs presented as informational, educational, or instructional must remain so, and presenters shall make no direct solicitation of attendees to secure clients or customers for their commercial purpose. Meetings planned to promote, advertise, or lead to the sale of a product or service are not permitted.
- All programs must be free and open to the general public.
- The Meeting Room is not meant for private social functions.
- The Library Director reserves the right to reject a reservation request that does not fit into the parameters of this policy.

## Booking the Meeting Room

Groups using the meeting room must have one member who has a full service Waterford Township Public Library card that is in good standing.

The member, as the group's representative, shall:

- Contract with the Library for booking specific dates and times
  - Ensure the group's compliance to the Meeting Room Policy
  - Be responsible for the care and use of the meeting room and leaving the room in the same condition as prior to its use
  - Sign a hold harmless agreement agreeing to indemnify and hold harmless the Library, its officers, staff and other personnel from any and all liability arising out of the groups use of the meeting room
- The Meeting Room is booked on a first come, first served basis.

- The Meeting Room cannot be booked for more than one event a week during operating hours.
- The Meeting Room should be reserved at least seven (7) days prior to the meeting date.

### Behavioral Regulations

- The meeting room must be vacated by the time the Library closes.
- Light refreshments may be served.
- Groups using the meeting room shall provide their own supplies.
- Nothing is to be hung or attached to the walls.
- Cleaning the room (table tops and floor) is the responsibility of the group using the room. There will be a \$25.00 fee for a room that has not been cleaned.
- Alcohol is not permitted on Library property.
- Smoking, candles and/or open flames are not permitted in the Library.