

PLYMOUTH PUBLIC LIBRARY

MEETING ROOM POLICY

The Plymouth Public Library is committed to serving as a community resource for the informational, cultural, educational, and civic needs of our community. The Library and Board of Trustees welcomes the use of the meeting rooms to community citizens. However, the fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs.

Availability

- All library programs requiring the use of the meeting rooms have priority over outside meetings.
- Meeting rooms may be used only during normal operating hours, with exception to Laramore A&B rooms with prior approval and communication with PPL staff.
- Interior meeting rooms must be vacated 30 minutes before the library closes.
- Meeting rooms are not available if the library is closed due to an emergency or inclement weather. If the library closes, an attempt will be made to contact the meeting room users affected. However, it is the responsibility of the group representative to monitor closings.
- An organization or individual may reserve on a recurring basis; however, any such regularly scheduled meetings shall be subject to cancellation at the discretion of the Library Director.
- Meeting rooms may be made available for impromptu study or tutoring sessions at the discretion of the library staff if these activities do not conflict with other schedule needs.
- Supervised visits are permitted in the study rooms and in the kids' area of the library.

Use Fees

- Rooms will be available for civic, community, educational, and cultural uses without charge. Generally, non-profit organizations or government agencies reserving meeting rooms will not be charged a use fee. The library may require proof of a federal tax exemption at any time.
- For-profit organizations reserving the meeting rooms will incur a standard use fee of \$50 per day for Laramore A, Laramore B or the Jim Neu room. Laramore A and B combined are available for \$75 per day.
- Fee must be paid prior to the meeting.
- No general admission fee may be charged for any program held in the meeting rooms, nor may any voluntary offering, solicitation or collection of funds be made.
- Buying or selling of products or services is not permitted. Patrons attending library-sponsored programs may be charged a nominal fee to cover the cost of the materials and/or tools used.
- Each group assumes full responsibility for any damages or excessive clean-up incurred from the use of the meeting room. Abuse of the facilities will be sufficient cause to deny further use. The group representative will pay for all fees incurred from any damages and/or replacement fees for meeting room equipment.

Reservation

- A signed reservation form agreeing to our policies must be on file. An approved form is valid for one year. A signed reservation form is not necessary for study room use.
- Meeting rooms will be scheduled upon receiving a completed application.
- Reservations may be submitted and accepted up to 3 months in advance.

Refreshments and Supplies

- Food and non-alcoholic beverages are permitted in Laramore A & B with prior permission.
- Any equipment or food brought in should be promptly removed after the meeting. Equipment provided by the library must be left clean and in the same condition.
- Beverages containing red, purple or orange dye are absolutely prohibited.
- No provision can be made for the storage of equipment or food to be used by regular users of the meeting rooms.
- Each group is responsible for setting up the room to its specifications. Each group is also responsible for restoring the room to its original setup when the meeting is over.
- Smoking or vaping is prohibited in all areas of the library.
- No paint, sand or glitter is allowed in the meeting rooms.

Study Rooms

- Plymouth Public Library is fortunate to have multiple study rooms to offer our community. These rooms are available on a first come, first served basis.
- Study rooms are available for up to 2 hours per day per individual or group meeting. Any change in this is up to the discretion of the staff.
- No food is allowed in these rooms and only drinks with lids are permitted.
- Number of people allowed in each study room is dictated by the listed occupancy restriction of each room.
- Study rooms must be vacated 15 min before the library closes.

Terms of Use

- Users of the library's meeting rooms must follow the Plymouth Public Library Code of Conduct and all other library policies.
- The library reserves the right to terminate a meeting or deny future reservations in any space to any group or individual who does not follow library policies and procedures.
- Meeting rooms may not be used for social functions such as birthday parties, reunions, anniversaries, holiday parties, graduation parties, etc.
- No for-profit group or private individual will be permitted to use the meeting rooms more than six times per calendar year.
- Political groups may use the meeting rooms for non-partisan or bi-partisan programs of an educational nature. Religious groups may use the rooms for non-sectarian or interdenominational meetings or programs.
- The library assumes no responsibility for any personal belongings of persons attending

meetings.

- Open flames (candles, matches, etc) are never permitted in any space of Plymouth Public Library.
- Meeting room reservations are made for the room only. No other part of the library, including a lobby, may be used by those reserving the meeting room.
- If a meeting is cancelled, the library should be notified at the earliest possible date, preferably a week in advance. Future reservations may be denied to any group who fails to show up without prior notification.
- The use of the meeting rooms must be confined to the activity for which the rooms were requested.
- Any group in Laramore A or B whose meeting continues after the main library is closed must make sure that all children remain in the meeting rooms with the adults. Unsupervised children left in the lobby of the meeting rooms could create a potentially dangerous situation.
- Meeting room users must take care to not imply library endorsement or sponsorship in their promotional material and/or public advertisement of their event taking place in the library's meeting rooms.
- The Library Board has vested the Director with the authority to supervise meeting room use and interpret these policies. Failure to comply with these regulations or the directives of the designated representative of the Library will cancel further use of the Library facilities. The Director shall have the right to waive the regulations whenever it is in the best interest of the Library or the community to do so. The Board of Trustees reserves the right to alter or waive the rules.