



# PLDL Meeting Room Policy Statement

The mission of the Portage Lake District Library ("Library") is to inspire our diverse community to discover, imagine and connect. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by this policy. The restrictions of this policy relating to Applications and Reservations do not apply to Library-sponsored or co-sponsored events.

## Summary

The PLDL Meeting Room Policy serves as a guide to assist library staff in the implementation of an equitable and fair policy.

Approval for use of the Portage Lake District Library meeting facilities does not constitute endorsement of the activity or viewpoints expressed during the presentation by the Portage Lake District Library.

## Guidelines for Use

### Room Availability

Portage Lake District Library programs and meetings take precedence over all other events. The next priority shall be given to applications that support the cultural, educational, and informational needs and interests of the community (on first-come, first served basis). All other reservations and applications for use are accepted on a first-come, first-served basis.

The Community and Meeting Rooms are available only during regular Library business hours. The rooms are not available during holidays or other times the Library is closed.

If the Library experiences an unforeseen closure due to inclement weather, building safety issue, utility outage, or other unplanned closures, room reservations will be rescheduled as available.

The Portage Lake District Library has four rooms available for public use and reservation. The regulations contained in this Policy apply to all meeting rooms ("Rooms", unless otherwise specified:

- Community Room (maximum capacity 50)



- Meeting Rooms
  - Trailside Meeting Room (maximum capacity 8)
  - Trailside Study Room (maximum capacity 2)
  - West-end Conference Room (maximum capacity 12)

## Use of Rooms

Rooms are available for use by community members within the Copper Country region.

Groups using the Rooms should vacate the rooms at least 15 minutes before closing.

Reservations are required to hold a Room on behalf of a User (see Reservation Guidelines section).

The Rooms are available for drop-in use when they are not already reserved. Users interested in drop-in use must inquire with library staff at the circulation desk before using a Room. Users who did not check in may be asked to leave the Room. The Rooms should be vacated 10 minutes prior to a reserved time.

Library staff will not be available to assist in Room set-up for drop-in use. Reservations made by phone or online will take priority even if the printed door schedule shows the Room is available.

Groups wishing to show films or use other copyrighted materials are responsible for all necessary licensing. The Library's film licensing contracts do not cover outside groups using the Rooms.

Minors using the Community Room must be under adequate supervision by an adult 18 years of age or older. The reservation form requires the listing and signature of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every 12 minors.

Minors over the age of 9 years old may reserve a Meeting Room.

## Reservation Guidelines

Meetings and events will not be scheduled more than six months in advance, but must be scheduled no later than two weeks before the event. Drop-in use is permitted under certain conditions. See Use of Rooms section for drop-in use details.



Users may not schedule meeting room facilities on behalf of another user or organization, nor may they transfer their reservation for a scheduled event to another.

A person 18 years or older must fill out an application including a signed Waiver of Liability for the Community Room to hold the reservation.

All programs in the Community Room must be open to the public, must be accessible to people with disabilities in accordance with the Americans with Disabilities Act and must be free of admission fees, other charges, or requests for donations.

Equipment, supplies, etc. cannot be stored in the Library meeting rooms before or after use for a scheduled meeting. It is the responsibility of the individual/organization to remove such items immediately after the scheduled event.

Public entrances are to be used for entrance to and exit from the building and for all deliveries. Emergency exits are to be used in case of emergency only.

Exits from the meeting rooms and building must be unlocked at all times. Room arrangements must ensure that open aisles and clear access to the exits are maintained at all times.

Each reservation for the Community Room shall not exceed four hours.

Each reservation for one of the three smaller Meeting Rooms shall not exceed two hours.

Exceptions for duration of use may be made, as circumstances warrant, by the Library Director and/or Board of Trustees of the Portage Lake District Library.

## Reservation Procedure

Reservation requests may be submitted on the website at [pdl.org](http://pdl.org) or by calling the Library at 906-482-4570. The Library will contact the User with confirmation that the reservation is accepted.

## Cancellations/Rescheduling and No-Shows

If an event is canceled or rescheduled, the User who reserved the space must contact the Library as soon as possible. The User is expected to provide the Library at least 4 hours' notice of cancellations.

If an organization or individual fails to show for two or more scheduled events, the Library may suspend the organization/individual meeting room use privileges for six months.



An individual or organization that fails to show for a scheduled event will forfeit use of the facility 15 minutes after the scheduled start time of the event.

If the Library must cancel or reschedule an event, the Library will notify the User as soon as possible.

## General Guidelines Affecting All Library Meeting Rooms

**Library Policies.** Users shall observe all rules of conduct and policies applicable to Library users.

**Smoking and Fire.** No smoking, candles, matches or any other use of fire shall be permitted in the Rooms.

**Tobacco, Alcohol, Marijuana, and Controlled Substances Prohibited.** The Library prohibits the use of tobacco, alcohol, marijuana, and the illicit use of controlled substances in the Rooms.

**Food and Beverages.** Users of the Rooms may serve light refreshments, but only if approved by the Library at the time the User requests and receives permission to use the Room. The Community Room has access to a kitchenette. Library food and utensils are not available for public use. This kitchenette should be cleaned after use (and prior to closing time). Users may not use sterno or flames to heat food. Groups failing to clean up after their meeting may lose room use privilege. It is the responsibility of the User to observe all health codes when serving light refreshments.

**Clean Up.** It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages, and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the Room in the future. Users must include time to clean up within the scheduled time and must end meetings at least 15 minutes before the Library closing time.

**Disruption Prohibited.** Users making excessive noise that disrupts normal Library functions or other users' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Rooms.

**Equipment Requests.** Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.

**No Raffles and Contribution Requests.** Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.



**Private Literature.** Users shall not distribute personal or group literature, brochures and other materials to Library users outside of the Rooms. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.

**Use of Walls and Other Surfaces.** No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time. At no time, shall any materials or other documents be displayed in the windows.

**Hold Harmless.** The Library is released and held harmless from any and all claims for personal injury or property damage.

## **VI. Violation and Appeal Section**

The Library Director or the Director's designee may restrict access to Library facilities, including the Rooms, by immediately dismissing the user from the premises, by suspending the user's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. If necessary, the local police may be called to intervene.

- A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the user. A copy of the suspension of privileges letter should be attached, if applicable.
- B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:
  - 1. *Initial Violation:* Library users observed violating this policy will be asked to cease the violation with a verbal request. If the user does not comply with the request, the user will be asked to leave the building for the day. If the user refuses, the police may be called.
  - 2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or revoke the user's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the



nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

- C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or users shall be handled as follows:
1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.
  2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the user's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
- D. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Policy before their privileges may be reinstated. The Library reserves the right to reinstate with reasonable conditions.
- E. Damages: If the User violates the policy by causing damage to Library property, the User shall be assessed the actual costs.
- F. Right of Appeal:

Users may appeal a decision in writing to the Library Director within 10 working days of the date of the letter stating why Library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.