

## **Berkley Public Library**

### **Meeting Room Policy**

The meeting rooms of the library provide space for library and city activities and programs and provide a place for people to study and collaborate. The meeting rooms are also available for rent by the public.

1. Library programs and library or city meetings and events have first priority for the use the meeting rooms.
2. To rent a meeting room at the library, a completed Meeting Room Reservation Form must be submitted to the library. Payment is due the day of the rental before the group occupies the room. Cash or checks are accepted forms of payment. Checks should be made payable to the City of Berkley.
3. Any reservation request may be rejected, or any previously granted permission may be withdrawn, at the discretion of the library. The library reserves the right to limit the frequency of meeting room use by any group or organization.
4. A fee schedule is included on the Meeting Room Reservation Form. Rates are presented for non-profit and for-profit groups. Proof of non-profit status may be requested. There are also fees for the use of the projector, microphone system, and disc player. Rental fees will be half the listed rates for civic organizations and community service organizations located within the City of Berkley.
5. Users of the meeting room cannot charge admission fees, nor can they use the room for any fundraising activities except library or city related events.
6. Use of the meeting rooms is generally limited to the library's normal hours of operation. Use outside of the library's normal hours of operations may be available if arranged and approved in advance.
7. Those using the meeting room will be held responsible for any damage or loss incurred during such use.
8. The full meeting room can accommodate 32 people seated at tables or can be divided into two separate rooms seating 24 or 8 people at tables.
9. Groups are welcome to move tables and chairs to meet their needs but must return them to their original places at the completion of their rental.
10. Food may be served in the meeting rooms so long as the group leaves the room in a clean and orderly fashion.
11. All users of library facilities must observe the library's Code of Conduct policy and all other library policies.
12. Use of the meeting room does not constitute or imply endorsement of the individual or group by the library or city.

Adopted January 21, 1999

Revised May 16, 2001, Nov. 17, 2004, Jan. 21, 2009, Aug. 18, 2010, June 17, 2015, November 15, 2023