



Meeting Room Application

Please review Meeting Room Policy on the reverse side of this application for eligibility and terms of use. **A valid resident library card number must be provided below.** Meetings may be booked between one week and two months in advance. The library reserves the right to divide the auditorium if necessary. A valid CMPL card is required to receive a key to the meeting room. *Please use one form per meeting.*

Organization Name: _____

Meeting Purpose: _____

Meeting Date: _____

Start Time: _____ End Time: _____

Estimated Number of Attendees: _____

Room Options:

Main Library (40900 Romeo Plank)

- Conference room A with tables (*seats 8*)
- Conference room B with tables (*seats 24*)
- Conference room C with tables (*seats 12*)
- Auditorium-*check set up below*
- with round tables (*seats up to 160*)
- with rectangle tables (*seats up to 70*)
- theatre style (*seats up to 200*)

Amenities-available in auditorium only*

- Kitchenette *
- VCR/DVD
- Lapel microphone (1)*
- Wireless microphone (2)*
- LCD Projector
- Laptop/Computer jack*
- Overhead projector

Other set up (please describe): _____

North Branch (16800 24 Mile Rd.)

- Conference room A with table (*seats 12*)
- Conference room B with table (*seats 8*)
- Meeting room
- with tables (*seats up to 46*)
- theatre style (*seats up to 100*)

- TV/VCR
- Microphone
- LCD projector
- Overhead projector
- Other set up (please describe): _____

South Branch (35891 S. Gratiot Ave.)

- Meeting room
- with tables (*seats up to 12*)
- theatre style (*seats up to 25*)
- LCD projector
- TV/VCR
- Overhead projector
- Other set up (please describe): _____

Responsible Party Name: _____

Library Card Number: 4 3 4 0 9 _____

Phone Number(s): _____

On behalf of the above named organization, I hereby make application for the meeting room. I have read and understand the Meeting Room Policy on the use of library facilities and agree to abide by its regulations. I agree to be personally and financially responsible for returning the room in the same condition it was received.

Signature: _____ Date: _____

Send completed application to:

Clinton-Macomb Public Library
attn: Jamie Morris
40900 Romeo Plank Road
Clinton Township, MI 48038

or fax to (586) 226-5008

Questions may be directed to jmorris@cmpl.org or (586) 226-5013.

OFFICE USE ONLY

- Verified responsible party eligibility
- Meeting room schedule updated
- Confirmed with responsible party

Intitals: _____

Date: _____

The Clinton-Macomb Public Library (CMPL) provides meeting rooms so that the library can promote its program of service to the community. The library board of trustees recognizes that the library facilities belong to the community and permits facilities use by established non-commercial groups and organizations based in Clinton or Macomb Township.

REGULATIONS

1. This policy is subject to change at any time.
2. Library, library related and library sponsored or co-sponsored programs have priority in the use of the facilities. Except for those library programs, no one shall reserve public meeting space more than twice a month.
3. Public meeting room reservations are only available to non-commercial, non-profit groups in Clinton and Macomb Townships. The library may require a copy of an organization's 501 (c) (3) certificate.
4. Library facilities shall only be reserved for civic, cultural or educational purposes. Meetings of an infomercial nature (including selling a product or service and/or soliciting new customers) or any commercial ventures are not permitted.
5. Meetings that may disturb regular library functions are not permitted.
6. All meetings shall be open to the public.
7. Applicants must be age 18 or older and have a CMPL resident card in good standing. The library will share the name and telephone number of the applicant if there are any inquiries from the general public about the meeting or organization.
8. A completed application form must be submitted to the community relations specialist for each date requested. Applications must be received at least one week in advance, but not more than two months prior to the requested reservation date. Applications received beyond the two-month limit, that are incomplete, or that include multiple date requests will not be accepted or retained. With the exception of library programs, meeting rooms are available on a first come, first served basis.
9. A meeting room shall only be scheduled for use during regular library hours and must include the total time involved (from setup to vacate). Meeting rooms must be vacated at least 15 minutes before the close of regular library hours. If a meeting runs late, a \$25 fee may be assessed for every 15 minutes beyond the vacate deadline and the group's meeting privileges may be suspended.
10. Cancellations without 24-hour notice or failure to show for a reserved room may result in a \$25 booking and setup fee as well as suspension of meeting privileges.
11. Any application may be rejected, or any previously granted permission may be withdrawn, at the discretion of the library director or library branch manager. The library may cancel any meeting in accordance with library policies for temporary closures or emergency procedures.
12. All room setup and amenities shall be stated at the time the application is submitted. Groups wishing to use library-supplied audiovisual equipment must make that request at the time of application. Library staff will set up the room according to approved application indications only. Last minute changes in setup or amenities will not be accepted.
13. Permission to meet at the library does not in any way constitute the library's endorsement of any group's policies or beliefs. The reservation of a specific meeting room, or portion thereof, does not entitle the user to sole use of any other room in the library.
14. A group shall not use the library's name for any purpose other than to indicate the location of the meeting. The name, address or telephone of the CMPL shall not be used as the address, information contact source or headquarters for any group using the library for meeting purposes, the only exception being the Friends of the Library.
15. Any publicity regarding meetings held at the library must contain the following statement: "This program is neither sponsored nor endorsed by the Clinton-Macomb Public Library."
16. Any publicity designed for an audience beyond the members of the group must be approved in advance by the library's community relations specialist.
17. Literature may be distributed during the meeting, but commercial advertising, such as coupons or testimonials, will not be permitted.
18. The registration of participants for a meeting that uses library facilities is the responsibility of the sponsoring group, not the library.
19. The library prohibits admission charges. Groups may charge fees for learning materials, course credits or food service not used as a fund-raiser.
20. The library prohibits the sale of merchandise and other fundraising activities for non-library purposes on library property. The only merchandising and fundraising activities permitted are library or Friends of the Library sponsored sales or activities. Any exception must be requested in writing and be approved in advance by the library director.
21. Food is permitted during a meeting but no cooking facilities are available. The group is responsible for cleanup and must bring its own supplies (coffee cups, napkins, etc).
22. Alcoholic beverages are prohibited in or on library property without advance approval by the library board of trustees.
23. The use of candles or other incendiary objects is prohibited.
24. Taping, stapling or tacking of materials to the walls or other furnishings is prohibited.
25. Library staff will unlock a room for any member of a group even if the responsible party is not present. A key to a room may be obtained by any member of the group with a valid library card.
26. The facility must be left in the same condition it was prior to the meeting. If special cleaning or re-arranging of the facility for any reason is needed, the responsible party indicated on the meeting room application may be charged a minimum of \$50.
27. Use of any kind of equipment not supplied by the library is prohibited without the advance written approval of the library director, library branch manager or the library community relations specialist.
28. Directions for technology use will be provided in the meeting room as well as at the Popular Materials Desk. Library staff will provide basic technology assistance, within reason, with library-provided equipment.
29. All users of library facilities agree to comply with all applicable laws and local ordinances.
30. The responsible party must make program attendees aware of the library's policy and its regulations.
31. All groups using a room must be under adequate adult supervision with an adult in attendance at all times. The supervising adult must accept responsibility for the repair or replacement of any damaged facilities or equipment.
32. Meeting room capacity is indicated on the application form. The supervising or responsible adult shall comply with capacity limits and/or local fire department occupancy regulations.
33. The library shall not be held liable for any injury sustained or damage done that is related to the use/misuse of equipment or facilities.
34. No tipping or other payment or compensation to library personnel is permitted.
35. Reservations are not considered confirmed without the approval of the library community relations specialist. Any exceptions must be requested in writing and approved in advance by the library director.
36. Failure to comply with the terms of this policy may result in a forfeiture of meeting room privileges as determined by the library director.
37. A customer whose privileges have been suspended or revoked may have the decision reviewed by the board of trustees.