

Thank you for contacting the Troy Public Library!

Please review the included **Troy Public Library Meeting Room Use Policy**.

Complete and sign the **Application for Use of Meeting Room** and return to the Library **no later than 3 days** prior to the scheduled meeting. Failure to return the Application will result in cancellation of the room reservation.

The Application may be emailed to: [Joann.Clark@troymi.gov](mailto:Joann.Clark@troymi.gov) or faxed to: 248-524-0112.

# TROY PUBLIC LIBRARY

## MEETING ROOM USE POLICY

The Troy Public Library provides limited meeting room space for the public. The meeting room may be booked by the public, when not reserved for Library programming. The person booking the room must complete the *Meeting Room Application*. The following rules must be observed:

1. Use of the room is open to public gatherings of **non-profit, civic, cultural or educational groups**. Rooms shall not be used for commercial, profit-making or fundraising events. No admission or fees shall be charged for an event or gathering. Sale of merchandise or other materials is prohibited.
  - a. The meeting rooms cannot be used for programs, presentations, or classes, unless the library is a sponsor.
  - b. Recitals are not permitted.
  - c. The Library Director or their designated representative shall have the sole discretion to determine eligibility of a meeting in accordance with Library policy.
2. All meetings shall be free and open to the public. Library staff reserves the right to enter the meeting rooms at any time.
3. The room has a minimum capacity of 5 and a maximum capacity of 50.
4. Meeting Room reservations must be made by a Troy resident. Troy residents and Troy-based groups may reserve a room up to two weeks in advance of the meeting. Completed and signed applications must be submitted prior to event date.
5. Advanced reservations are limited to two reservations in a 30-day period subject to availability.
6. Bookings are limited to two hours. If the room is not booked at the end of the two-hour period, the group may extend the meeting time subject to availability and approval of library staff.
7. Available times for reservations are as follows:
  - a. Monday – Thursday
    - 10:00 a.m. – 12:00 p.m.
    - 2:00 p.m. – 4:00 p.m.
    - 6:00 p.m. – 8:00 p.m.
  - b. Friday – Saturday
    - 10: 00 a.m. – 12:00 p.m.
    - 2:00 p.m. – 4:00 p.m.
  - c. Sunday
    - 1:00 p.m. – 4:00 p.m.
8. The person who made the reservation **MUST** be attendance for the duration of the meeting and is responsible for the condition of the room and conduct of the users.
9. The persons booking the room and/or the person conducting the meeting shall be responsible for maintaining order and peace at the meeting.

10. Groups or user(s) using the meeting rooms shall be responsible for leaving the room in the same conditions as it was found. Groups or user(s) shall be responsible for any and all damage caused during their occupancy. Damage caused to the room will forfeit any future use.
11. Failure to show up within half-hour of reservation time will result in forfeiture of reservation.
12. Reservations must be canceled at least 24 hours in advance. Groups frequently cancelling bookings with short notice may be prohibited from further bookings. Groups with two no-shows will be canceled from further scheduled bookings and not allowed to book a room for one year.
13. Groups or user(s) using the meeting rooms with minors under the age of 18 years shall have at least one adult in attendance for every 10 minors under the age of 18 years.
14. The Library does not provide any audiovisual equipment. Groups can bring in their own audiovisual equipment, subject to the noise, sound and breach of peace regulations.
15. The Library does not provide any room set-up.
16. Limit food to covered drinks only.
17. Smoking, including e-cigarettes, and alcoholic beverages are prohibited.
18. Use of materials or decorations on walls or ceilings is prohibited. Lighted candles or other use of fire is prohibited. Odors and noise must be kept to an acceptable level as determined by the Library staff.
19. There shall be no posting of flyers or announcements on any wall or door of the Library, including entrance/exit doors. There shall be no posting of signs announcing the meeting outside of the building.
20. There shall be no broadcast or web broadcast from any room in the library unless the broadcast is sponsored and/or conducted by the City of Troy.
21. Any form of gambling or game of chance is prohibited, unless expressly permitted by law.
22. No one may take photographs and/or videos of the meeting or individuals attending the meeting without prior written approval of the group or user(s). Anyone taking photographs and/or videos without written approval of the group or user(s) will be immediately escorted off of the premises.
23. Granting of permission to use a Library meeting room does not constitute an endorsement by the Library or City of Troy of the group or user(s) or their positions and/or beliefs.
24. Applicants and Groups and user(s) shall comply will all City ordinances and laws of the State of Michigan and the United States.
25. The City of Troy assumes no liability/responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups of individuals, while using the meeting rooms, equipment, or property.
26. The Library staff reserves the right to eject individuals or the entire group from the library if there is a breach of peace. Library staff has sole discretion as to whether there has been a breach of peace by the group.
27. The Library may cancel the use of a meeting room without notice due to adverse weather conditions, fire and/or other acts of nature or acts beyond the Library's control.
28. Violation of any portion of this policy will disqualify the group or applicant from future bookings.



## Meeting Room Application

Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Library Card # or Driver's License # \_\_\_\_\_

Meeting Purpose \_\_\_\_\_

Number of persons in room \_\_\_\_\_

Group Name (if applicable) \_\_\_\_\_

Is the group a non-profit organization? Yes  No

***I have read and understood the Troy Public Library Meeting Room Use Policy and agree to follow it without exception. Violation of the policy will result in disqualification from future bookings.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date