



FPL ADMINISTRATIVE GUIDELINES

MEETING ROOM GUIDELINES

LAST REVISED April 25, 2023

Note: Please check back for revisions to these guidelines as we add and fine-tune our services and offerings in the new Library.

These Administrative Guidelines interpret and provide operational details for the Board of Trustees' *Meeting Room Policy*. Questions about these guidelines and their interpretation should be directed to rooms@fpl.info. Staff will refer questions to the Executive Director as necessary.

Q1. Who can use a room?

Adult cardholders can reserve and use rooms at FPL. The person whose library card is used to reserve a room must be in attendance during the meeting. That person is responsible for the room and its use. See staff if you need to transfer the reservation to a different meeting attendee.

Q2. Can young people use rooms?

Yes, but only if an Adult Cardholder reserves the room and is present in the room during the reservation.

Q3. How do I make a reservation?

Three ways: (1) online at fpl.info, (2) use the scheduler posted outside the room, or (3) get help from an FPL staff member. Large rooms require advance reservations. Smaller rooms may be available immediately. See the chart in these Guidelines. You can also contact the Library at rooms@fpl.info or stop by a service desk to get staff assistance in making a room reservation.

Q4. Can I just walk into a room and use it?

No, not without signing in with your library card. Study Rooms and Small Meeting Rooms that are not reserved for someone else can be used with an "instant reservation," that is, by reserving the room with your library card at the room itself or with a staff member's help before you begin to use the room.

Q5. What times are rooms available?

Rooms are available during the Library's open hours, within limits. Your meetings should begin 15 to 30 minutes after opening, as there is no access before hours. All

meetings must end 30 minutes before closing and rooms must be vacated no later than 15 minutes before closing. Check fpl.info for library hours.

Q6. How long can I use a room and how often?

See the chart in this document. We limit the length of time and number of times a cardholder can use rooms so everyone gets a chance. No uses beyond the stated limits are permitted without the prior written consent of the Executive Director.

Q7. How much does it cost to use a room?

All Flint Public Library cardholders may use rooms without an hourly rental charge for short meetings: two hours for study rooms and three hours for other rooms. Study rooms are limited to two hours. Other rooms may be used longer for an hourly fee. There are also fees charged for bringing in food (in rooms where food is permitted), room setups, audio/visual setup, and equipment rental. See the chart later in this document for details.

Q8. Is the Community Room available for public use?

Yes, for large meetings with at least 60 attendees. This room requires payment of a minimum fee which covers setup and cleanup that includes bringing in food. There are additional fees for A/V use and for use of the room for more than three hours. The adjoining terrace may be rented. Contact rooms@fpl.info to discuss reserving the Community Room.

Q9. Can my event be private?

Yes, you can make your reservation a public or a private event. If you invite the public to attend, you must adhere to non-discriminatory practices and meet ADA requirements, if ADA accommodations are requested in advance by the public. Library administration can help explain these requirements that are covered by law and by Board Policy 3.10.

Q10. Can I host a social event or party at the Library?

No. Board policy does not allow Library space to be used for social events or parties.

Q11. Can I have a business meeting at the Library?

Yes, business meetings are welcome, so long as the meeting (1) does not involve selling goods or services or charging a fee to the attendees and (2) is not purely social in nature, such as a staff holiday party.

Q12. Does the Library allow local authors to use a room to sign and sell books?

Yes. The Library welcomes authors and illustrators from Flint and Genesee County to hold a book signing event at the Library. See the separate *Guidelines for Local Authors* for more information.

Q13. What kind of food, beverages, catering and decorations are allowed in rooms?

Food in rooms is restricted and carries a fee, as noted below. But there are other options for eating without incurring a fee. On the second floor, there is an Internet Café which is an area specifically for eating. The Children’s Learning Center has a snack room for the same purpose.

As it was before the renovation, beverages in covered containers are allowed throughout the library.

Food in meeting rooms is restricted. Rules vary by room type and by specific room.

- **Study rooms:** no food is allowed in study rooms.
- **Small meeting rooms:** food such as box lunches or dinners are allowed. Pizza is ok but not food served out of catering trays. There is a flat fee charged for bringing in food, to pay for cleaning and trash pickup.
- **Large meeting rooms, classrooms, and community room:** catered food is allowed. There is a flat fee charged for bringing in food, which also covers setup of one or more food tables in the room, and access to the kitchenette where applicable: .
 - Note that no candles or flames are allowed except for Sterno-type products to heat catering trays.
 - FPL does not have a liquor license. Alcohol consumption may be permitted during a private event using your caterer’s liquor license, but only with prior written permission from the Executive Director.

Decorations in rooms must be limited to table centerpieces and free-standing decorations.

Our staff will work with you during the room reservation process to agree upon and finalize catering, decoration and food arrangements. Your event must end in time for catering and decoration cleanup. The room must be completely vacated no later than 15 minutes before closing time.

Q14. Can I use the audiovisual equipment in the room? Can I host a Zoom meeting?

Yes, but arrangements vary by room type.

Smaller meeting rooms have a built in TV display with HDMI connector in the wall, except for the Ennis Room which has a projector. You can use the display by connecting via HDMI. At this time, you must bring your own HDMI cable that plugs into an outlet on the wall; we recommend a 15 foot cable. You can host Zoom meetings in these rooms with equipment you provide.

The largest meeting rooms (Community Room, Classrooms, Harris Room and Friends' Room) carry a fee for use of the A/V equipment because Library staff assistance is required for setup and orientation. The Classrooms, Harris Room and Friends' Room have Zoom-room equipment available.

When you are making arrangements with staff for use of audio/visual equipment in these largest meeting rooms, you must make plans to arrive early for staff to set up the system and give instruction to someone in your group. The library cannot provide staff attendance during your meeting.

Q15. Can I use the marker board and tackboard in the room?

Yes, using your own supplies, and by leaving the boards clean at the end of your meeting. All materials must be removed from the room and the marker board erased at the end of your meeting.

Q16. Can I rearrange the furniture?

No, not in the smaller rooms. The furniture in study rooms and small meeting rooms cannot be rearranged.

Yes, in larger rooms. The large meeting rooms and the classrooms have standard setups. You can have library staff provide an alternate setup for a fee. These rooms have rolling tables and chairs. If you can rearrange these to suit your meeting, you are welcome to do so provided you put the room back in standard setup at the end of your meeting. You must not tilt the tables nor put them in the storage room, but you may stack the chairs if needed.

Q17. What are the expectations for room cleaning?

The library expects that users will leave the room in condition for the next user. If you have used food (and paid the fee) in a small meeting room, the fee includes custodial service to empty the trash cans after your meeting. For meetings in larger

rooms that include food, your fee covers the cost of wiping down tables and emptying trash cans after the meeting as well as vacuum. We expect you will dispose of your trash into the cans and leave the furniture clear and ready for our staff to wipe.

Q18. What if I have to cancel, or don't show up for my reservation?

If your plans change, please cancel in the online Room Reservation system or email rooms@fpl.info. If you have reserved a room and do not show up within 15 minutes of your start time, staff may cancel your reservation if someone else needs the room. For reservations requiring a fee, be advised you may be charged the full fee if cancellation occurs within two business days of your reservation.

Q19. Are my belongings safe if I leave them in a meeting room?

No. As with any other location in the Library, this is a public building and you should keep your belongings with you at all times. The Library is not responsible for loss of belongings.

Room Types and Special Rooms

These room types have varying capacities, setups and amenities. They are also subject to different guidelines for length of use and frequency of use. Details are provided below. Most of the rules are automatically enforced by the online reservation system.

Study Room

Study A Artis Room	Study B Study E	Study C Study F
Room capacity	4	
Instant reservation available?	Yes	
Advance reservations accepted	1 week ahead	
Length of use	2 hours	
Frequency of use	Three times a week	

Note that the time limit in study rooms is two hours per reservation and cannot be extended by paying a fee.

Small Meeting Room

Prunty Spencer Room Ennis Room	Hackley Wright Room Coles Sky Salon	Conference C Café (Kommareddi) Room
Room capacity	Varies: 6 to 14	
Instant reservation available?	Yes, for up to 3 hours	
Advance reservations accepted	1 month ahead	
Length of free use	3 hours including setup/breakdown	
Rental per hour over 3 hours	\$10 per hour	
Food fee (cleaning)	\$10 flat fee	
Frequency of use	Twice a month	

Large Meeting Room

Friends Room	Harris Room
Room capacity (minimum/max)	16-40 (Friends); 32-84 (Harris)
Instant reservation available?	No. Staff approval is required.
Advance reservations required	At least 7 days ahead of use
Advance reservation accepted	Up to 3 months ahead of use
Length of free use	3 hours including setup/breakdown

Meeting Room Guidelines

Rental per hour over 3 hours	\$20/hr Friends - \$30/hr Harris
Required A/V or Zoom setup fee	\$20 Friends - \$30 Harris flat fee
Food fee (cleaning & kitchenette)	\$20 Friends - \$30 Harris flat fee
Room setup fee (if needed)	\$20 Friends - \$30 Harris flat fee
Frequency of use	Once a month

Classroom

Flint Central A

Flint Central B

Flint Central AB (combined room)

Room capacity	24 each side, A and B
Instant reservation available?	No. Staff approval is required.
Advance reservations required	At least 7 days ahead of use
Advance reservation accepted	Up to 3 months ahead of use
Length of free use	3 hours including setup/breakdown
Required A/V or Zoom setup fee	\$20
Rental per hour over 3 hours	\$20/hr
Food fee (cleaning)	\$20 flat fee
Room setup fee (if needed)	\$20 flat fee
Frequency of use	Once a month

Community Room

Charles Stewart Mott Foundation Community Room

No online reservations. To reserve this room, contact rooms@fpl.info

Room capacity (minimum/max)	60 to 150
Advance reservations required	21 days ahead of use
Length of free use	3 hours including setup/breakdown
Frequency of use	Once a month
Required minimum fee	\$100 - setup, cleanup and food
Required fee if using A/V	\$50 (use of FPL mics and/or projector)
Rental per hour over 3 hours	\$50/hr
Special room setups (if needed)	Varies depending on the requirements
Round Table Usage (max 9)	\$150 additional fee
The Terrace may also be rented	\$50 additional fee

Digital Studio

Graff Family Digital Studio

Room capacity	5
Instant reservation available?	No. Staff approval is required and room users must take a class before using the room.
Advance reservations accepted	1 month ahead
Length of free use*	3 hours including setup/breakdown
Rental per hour over 3 hours	\$10/hr
Frequency of use	Twice a month

Special Purpose Rooms and Spaces

Rotary Room

The Rotary Club of Flint Room is a 4-person meeting room set up with Lounge Seating in the Children's Learning Center. It is intended for use related to children's services, programming and literacy. Prior staff approval is required to reserve this room. Contact rooms@fpl.info to speak with staff about a reservation.

Conroy Room

The Senator Joe and Mary Conroy Room is the Children's Program Room in the Children's Learning Center. It is not available for public reservations.

Kitchenettes

Kitchenettes adjoin the Friends Room, the Harris Room and the C.S. Mott Foundation Community Room. They may be used as part of a meeting reservation with payment of a food fee in one of those rooms.

Terrace

The terrace adjoins the C.S. Mott Foundation Community Room. It may be rented as part of a meeting reservation in that room.

Storytime Garden

The Bryer-Hurand Storytime Garden is a programming and seating area on the Kearsley Street lawn. It is open for public use for everyone to enjoy outdoor eating and seating unless the Library has reserved it for a program.