

Flint Public Library

Meeting Room Policy

- **Adopted:** 10/6/11
- **Effective:** 12/01/11
- **Revised:** 9/12/13

Meeting rooms at the Flint Public Library are available for use by the following:

- Non-commercial groups or organizations of a civic, cultural or educational character, subject to procedures and fees established by Library Administration. [See attached procedures].
- Commercial groups may rent meeting rooms for private meetings, subject to procedures and fees established by Library Administration. [See attached procedures].

The primary purpose of Library facilities is to implement regular Library programming. Library-sponsored and administered activities, including those of the Friends of the Library, will have priority in determining use of Library facilities.

Library meeting rooms are not available for social events. Groups using the Library facilities may not charge admission, use the Library rooms for fundraising purposes (except for the benefit of the Library or its affiliates), or engage in commercial activity inconsistent with the mission and purpose of the Library. Groups publicizing their programs must avoid giving the impression that the program is sponsored by or approved by the Flint Public Library.

Groups shall not discriminate against any individual on the basis of age, race, sex, ethnicity, religion, disability, or sexual orientation with respect to access to Library space. Because the Library is a public building, groups approved to use Library meeting rooms shall admit the general public, except for commercial rentals as noted above.

Use of Library meeting rooms may not interfere with normal Library functions and operations. The Library reserves the authority to maintain order and discipline on its premises and to take such action as may be necessary or appropriate to protect the well-being of its staff, employees and patrons.

Flint Public Library Meeting Room Procedures

The Board of Trustees of the Flint Public Library has adopted a Meeting Room Policy that governs the use of Library meeting rooms by the public. These procedures, established by the Library Director, implement that policy. Please read both documents before reserving a room.

Available Rooms and Meeting Space

- **Lower Level Lobby** - set up with two 8-foot tables and 20 chairs.
- **Second Floor Meeting Room (205)** – set up classroom style to seat 40.
- **Lower Level Meeting Room (B-1)** – set up classroom style to seat 60.
- **Second Floor Meeting Room (204)** – set up conference style to seat 10. This room may also be reserved by commercial groups for private meetings at a rate of \$25.00 per hour for all hours or portions of hours used.

Small groups with quiet meetings are welcome to meet in the public areas of the library such as the General Reading Room or the second floor. No reservations are required for these areas.

Fees for Services

- For reservations longer than 3 hours
- For room setups other than the standard setup listed above

If your group requires these services, request a fee schedule when you make your reservation.

Reserving a Room

- Preferred: Send email to rooms@fpl.info
- Or: Leave a voicemail at 810-232-7111 ext. 2048

We will generally respond to your request within two business days.

Program Publicity

- Flyers, posters, billboards, radio or TV spots and all other public promotional materials must include the following disclaimer: *This program is not sponsored by the Flint Public Library.*

Hours Available

- Space is available only during hours the Library is open to the public. (Please note our new hours: **Tuesday-Thursday 11-8, Friday & Saturday 9-6.**)
- Starting time: There is no access before public hours, so early meetings should generally start 15 to 30 minutes after opening time.
- Ending time: Meetings must end no later than 30 minutes before closing time. The room must be cleaned and all attendees out of the building when the Library closes.

Frequency of Use

- All meeting rooms may be used three times per month per group, except at the Director's discretion.
- The Library should not be used as the sole regular meeting place of any group.

Advance Reservations

- Most meeting room reservations can be made only after library programming is complete for a calendar period. This varies, generally, from two weeks to six weeks in advance. Exceptions are as follows:
 1. Lower Level Lobby reservations can be made up to two months in advance, subject to library programming.
 2. Reservations for Room 204 can be made up to three months in advance.
- Same-day reservations will not be accepted for any meeting rooms. Short notice reservations may be accepted depending on setup requirements and staff availability.
- The Library reserves the right to cancel reservations or to move the group to a different room without notice.

Equipment

Rooms 205 and B-1 are equipped with the following in the standard setup:

Wi-Fi	Podium (no sound)
Projection Screen (on Wall)	One extension cord
One 8-ft table front of room	Two 8-ft tables back of room

Alternate room setups and additional chairs are available for a fee. Additional 8 foot tables are available for a fee. Room B-1 has a sound system available for a fee.

All other equipment must be provided by the group. Groups may use the passenger elevator to bring in equipment and supplies. The Library does not provide carts.

Food and Beverages

No kitchen facilities are available, nor is there a sink. Cold food and beverages are permitted. Hot foods may be brought in by the group or by a caterer, but there is NO use of sterno or open flame. No alcoholic beverages are permitted.

Cleaning and Setup Charges

Tables and chairs may be moved within the room. Tables should not be collapsed. The room must be restored to its original condition at the end of the meeting. All trash must be placed in Library trash cans or in trash bags provided by the group.

Groups may be assessed an hourly cleaning and setup fee, minimum \$25, if the room is not left in condition suitable for its next use.

Local Authors

Local authors may request the use of Library meeting rooms under separate procedures, subject to availability.