

Pentwater Township Library

Meeting Room Policy

Use the Meeting Room

The Pentwater Township Library (Library) allows organizations, groups and individuals to use the meeting room on an equitable basis regardless of beliefs or affiliations.

Library business and activities shall have priority over any other use of library facilities.

Use of the meeting room does not constitute the endorsement of the policies or beliefs of any group or individual by the Library.

The Library requires that all organizations, groups, and individuals hosting meetings to uphold high ethical standards without regard to race, color, religion, sex, age, national origin, disability, sexual orientation or other protected status.

The use of the room shall be limited to the mission of public libraries: educational, cultural, civic, and informational uses.

Reserving the Meeting Room

The Library meeting room is available for use by organizations, groups and individuals subject to this policy, related administrative procedures and other policies of the Pentwater Township Library.

Reservations will be on a first-come, first-served basis. The room may be reserved up to 12 months in advance.

Individuals who reserve a meeting room must be 18 years of age or older, and that individual shall be responsible for supervision and security during the use of the meeting room.

The meeting room is available only during regular library hours.

Reserved use of the library meeting room by organizations, businesses, groups or individuals may be cancelled or preempted for Library business, activities or an emergency.

Final acceptance or rejection of requests to use the room shall rest with the Director. An organization or individual may appeal a rejection in writing to the Library Board of Trustees within 14 calendar days of the decision.

If the meeting room is not reserved and not being used for library business, a patron shall obtain permission from a staff member to use the space.

Meeting Room Procedures

All meetings held in the Pentwater Township Library facilities must be free and open to the public.

Meeting room set-up is the responsibility of the group or individual using the room. The room must be returned to its original condition after use. Items to be displayed shall not be taped or tacked to walls or moldings. The group or individual shall be billed for any damage to the room resulting from its use.

Light refreshments may be served.

Alcoholic beverages are not permitted.

No promotions or sales of services, products, merchandise, materials or other items are allowed.

Any use of the meeting room which disrupts the normal operations of Pentwater Township Library shall not be permitted.

The meeting room must be vacated 15 minutes prior to the closing of the Library.

Adopted by the Board of the Pentwater Township Library on 06/12/2020.