

Briggs District Library  
St. Johns, Michigan  
Meeting Room Policy

Special Services

Subject: Meeting Rooms

Date: Adopted 5/2/16; Revised: 11/11/21; Revised 3/13/25

Briggs District Library provides meeting room space for public use. Those using the Meeting Room agree to abide by the guidelines set in this policy. The programming and meeting needs of the library take precedence over the requests of individuals or groups for use of the rooms.

Groups wishing to use the room must fill out an application. This can be done online through the website or by requesting a paper form. Groups can request use of the whole meeting room or one of the smaller halves when the room is divided. The library reserves the right to decide which room configuration will be approved based on the number of potential attendees and any coinciding requests. A \$25.00 an hour charge is assessed for individuals/organizations outside the library's service area. There is no hourly charge for non-profit groups/organizations. Non-profit groups/organizations may be asked to provide proof of nonprofit status. The Library Director or the Assistant Director will review the application. If permission for the use of the meeting room is denied, the applicant may appeal to the library director; if the director further denies permission and the applicant is dissatisfied with the reasons offered, an appeal may be made to the Briggs District Library Board. Reservations are made no more than six months in advance. No group may consider the Library its permanent meeting place or use the Library as its mailing address.

The Briggs District Library reserves the right to prohibit a group's further use of the meeting room for disorderly conduct or failure to abide by the library's policies. The library reserves the right to monitor and terminate a meeting or event if it becomes disruptive to normal library operations. Individuals or groups using the room must sign in and out at the Circulation desk. Attendance must not exceed the capacity of the meeting room. The room must be vacated at least 5 minutes prior to closing of the building. A \$20.00 fee will be assessed if the room is not returned to its original condition. Groups or individuals making use of the kitchen area and tables will be expected to wipe the surfaces down when they are done and place their trash in the dumpster behind the library. Individuals or groups using the room are responsible for paying the repair or replacement costs for any damage to the room or library equipment that occurs because of their use of the room.

The Library Director and/or the Assistant Director may approve the use of the Meeting Room when the library is closed. In these instances, a charge of \$25.00 an hour will be assessed, or a \$80 fee will be assessed for reserving the room for four hours. Outside of normal operating hours, the room may be available for us Monday-Friday from 7:00am to 10:00am and 8:00pm to 10:00pm, on Saturday from 3:00pm to 10:00pm and on Sunday from 10:00am to 10:00pm. Use of the room is contingent on a staff person being available to be onsite.

All groups using the room must be under adequate adult supervision. Items to be displayed shall not be taped or tacked to walls or moldings.

Groups using the room agree to indemnify and hold harmless the Briggs District Library, its agents and representatives, from all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damage sustained by any person as a consequence or result of the use of the room, its furnishings or equipment.

By applying for use of the meeting room the sponsoring group acknowledges that its activity is not sponsored by the Briggs District Library and agrees that they will not identify the above organizations as parties associated in any way with their group's activities in any of their literature or publicity.

Applicants will notify the library if their meeting has been cancelled, and they no longer need the meeting room. The library will make a concerted effort to contact an applicant in cases where the library must unexpectedly close during normal operating hours.