

Meeting Rooms Policy

Policy Statement

The PWPL Meeting Room Policy serves as a guide to assist Library Staff in the implementation of an equitable and fair policy.

Exceptions to the Policy may be made, as circumstances warrant, by the Library Director and/or Board of Trustees of the Peter White Public Library.

Individuals and/or organizations that do not comply with the Peter White Public Library Meeting Room Policy may be restricted from further use of the meeting rooms.

Approval for use of the Peter White Public Library meeting facilities does not constitute endorsement of the activity or viewpoints expressed during the presentation by the Peter White Public Library or the City of Marquette.

Rooms Available

The Peter White Public Library has six rooms available for public use and reservation. Images of the rooms and specific setup options are available on the Library's website.

Room	Maximum Room Capacity (chairs only)	Location
Community Room	125	Lower Level
George Shiras III Room	40	Upper Level
Heritage Room	40	Upper Level
Dandelion Cottage Room	10	Main level, adjacent to Huron Mountain Gallery
Lions Room	15	Main level, adjacent to Huron Mountain Gallery
Peter White Conference Room	10	Main level, near parking lot entrance

Library parking lot, grounds, and other portions of the facility are not available for use by outside groups.

Guidelines for Use

Room Availability:

- Peter White Public Library programs take precedence over all other events. The second priority will be granted to the Marquette Arts and Culture Center (MACC). All other applications for use are accepted on a first-come, first-served basis.
- Meeting Rooms are available during regular Library business hours. (For afterhours events, see *Community Room Afterhours Use section* of this policy.)
- Meeting Rooms are not available during holidays or other times the Library is closed.

- If the Library experiences an unforeseen closure due to inclement weather, building safety issue, utility outage, or other unplanned closures, room reservations will be rescheduled and/or fees will be refunded.

Use of Rooms:

- Rooms are available for use by any members of our community.
- Groups using the Meeting Rooms should vacate the rooms at least 10 minutes before closing.
- Reservations are required to hold a room on behalf of a user (see *Reservation* section).
- Library meeting rooms, except the Community Room, are available for drop-in use when they are not already reserved. Patrons interested in drop-in use must inquire at a service desk before using a room. Users who did not check in may be asked to leave the room. Library staff will not be available to assist in room set-up for drop-in use. Reservations made by phone or online will take priority even if the printed door schedule shows the room is available.
- The Community Room is not available for drop-in use and is available only by reservation.
- Not-for-profit groups are able to use one Library meeting room, once a month without the hourly room use fee (booking fees apply to all user groups – see *Room Fees Section* for more details) under the following conditions:
 - The activity is open to the public without charge to attendees.
 - The activity is held for the benefit of the community. This usage includes club meetings, board meetings, and membership meetings.
 - Programs held in Library meeting rooms should provide information that benefits the participants in an educational, cultural or recreational manner. Discussion groups, panel discussions, lectures, conferences, seminars, workshops, dramatic presentations, travelogues, musical performances, literary readings, debates, displays, films, exhibits or demonstrations are all suggested uses for these facilities.
- For-profit groups are able to use library meeting rooms for an hourly fee (+ any applicable booking fees) under the following conditions:
 - The activity is available without charge to attendees.
 - The activity DOES NOT solicit those in attendance.
 - The activity CANNOT be a fundraiser or conduct sales.
 - For-profit uses include: legal depositions, business meetings, staff training events, business informational sessions or seminars, and conferences.
- Groups wishing to show films or use other copyrighted materials are responsible for all necessary licensing. The Library's film licensing contracts do not cover outside groups using Library rooms.
- Library meeting rooms may not be used for religious services. Religious readings and panel discussions are allowed.
- Political campaigns and rallies are not permitted on library property. Political parties and interest groups may hold business meetings. Town hall meetings addressing political issues are also allowed. Political forums, meet the candidates, and debates are allowed provided all interested parties and candidates are invited to attend. **Political signage is prohibited at all events and on Library grounds.**

Care and Use of Facilities

Patrons using library meeting rooms are expected to observe all Library policies and behavior guidelines. See Code of Conduct Policy for more information. Smoking is only allowed in outdoor designated smoking areas, alcoholic beverages are prohibited, open flames of any kind are prohibited.

- Room setup will be provided by PWPL maintenance staff in the Community Room, Heritage Room, and Shiras Room according to the directions provided by the event sponsor. Other rooms are not eligible for unique setup options.
- PWPL public room users may furnish their own refreshments (no alcohol or open flames allowed).
- The Community Room has access to an attached kitchenette. Library food and utensils are not available for public use. This kitchenette should be cleaned after use (and prior to closing time). Groups failing to clean up after their meeting may lose room use privilege.
- Furniture and equipment from the Library may not be moved to or from the meeting rooms without the prior written approval of the Library Director.
- Equipment, supplies, etc. cannot be stored in the Library meeting rooms before or after use for a scheduled meeting. It is the responsibility of the individual/organization to remove such items immediately after the scheduled event.
- Public entrances are to be used for entrance to and exit from the building and for all deliveries. Emergency exits are to be used in case of emergency only.
- Exits from the meeting room and building must be unlocked at all times. Room arrangements must ensure that open aisles and clear access to the exits are maintained at all times

Reservations

- Reservations must be made at least 24 hours prior to the start of an event. Drop-in use is permitted under certain conditions, see *Use of Rooms* section for drop-in use details.
- Reservations may be made up to six months in advance.
- Afterhours use reservations must be made 45 days in advance and require Library Director approval.
- Individuals or organizations may not schedule meeting room facilities on behalf of other individuals or organizations, nor may they transfer their reservation for a scheduled event to another.

Reservation Procedure

Reservation requests may be submitted online at <https://pwpl.info>, or by calling the Library Administrative Assistant at 906-226-4300. Room requests will be confirmed by the Library's Administrative Assistant. Reservations for rooms with booking fees will not be confirmed until the booking fee has been paid. Additional room fees (hourly use fee, afterhours fee, and equipment rental fees) should be paid before the start of the event. Timing of this payment should be coordinated with the Library Administrative Assistant.

Room fees may be paid by phone via credit card (906-226-4300) or by mailing a check, payable to the Peter White Public Library, to 217 N. Front St., Marquette, MI 49855. Fees may also be paid in person via check, cash or credit card. Some room fees may also be paid through the

Library online reservation system.

Cancellations/Rescheduling and No-Shows

- Booking fees are non-refundable.
- If an event is cancelled or rescheduled, the organization or individual reserving space must contact the Library as soon as possible.
- If an organization or individual fails to show for two or more scheduled events, the Library may suspend the organization/individual meeting room use privileges for six months.
- An individual or organization that fails to show for a scheduled event will forfeit use of the facility 30 minutes after the scheduled start time of the event. Any fees paid will be forfeit as well.
- If the Library must cancel or reschedule an event, the Library will credit any fees to future events or issue a refund of all fees paid.

Room Fees

Room	Maximum Room Capacity (chairs only, no tables)	Reservation Required?	Booking Fee (non-refundable) Not-for-Profit and For-Profit	Not-for-Profit Entity (one room use per month)	Not-for-Profit Entity (More than one room use in a Month)	For-Profit Entity (all uses)
Community Room	125	Reservation use only	\$15	\$0	\$25/hr	\$50/hr
George Shiras III Room	40	Reservation and drop-in use	\$15	\$0	\$25/hr	\$50/hr
Heritage Room	40	Reservation and drop-in use	\$15	\$0	\$25/hr	\$50/hr
Dandelion Cottage Room	10	Reservation and drop-in use	\$0	\$0	\$15/hr	\$25/hr
Lions Room	15	Reservation and drop-in use	\$0	\$0	\$15/hr	\$25/hr
Peter White Conference Room	10	Reservation and drop-in use	\$0	\$0	\$15/hr	\$25/hr

Community Room Afterhours Use

The Community Room on the lower level of the Library is available for limited afterhours usage. Afterhours usage refers to any event in which all or part of the scheduled time takes place

outside of regular Library operating hours.

- Afterhours events must be scheduled 45 days in advance, and this booking requires approval of the Library Director.
- Additional afterhours fees are added in one-hour blocks. Even 15 minutes past closing will result in a one-hour fee.
- If an event starts during regular hours and extends past closing, only the hours past closing will be charged the additional afterhours fee. Not-for-profit groups will be charged an additional \$25 per hour and For-profit groups will be charged an additional \$50 per hour.
- All events (regardless of the type of user group) held on a day the Library is closed will be charged \$100 per hour.

All afterhours fees must be paid in advance. Groups are not allowed to stay after the end of the booked time.

Afterhours fee example:

A not-for-profit group books the Community Room on Saturday from 1pm – 6pm. The Library closes at 5pm.

Example 1: If the group has not used a Library meeting room previously in the month, the meeting will cost:

\$15 – Booking fee

\$25 – Afterhours fee (5pm – 6pm)

\$40 – Total fee for room use

Example 2: If the same group has already used a Library meeting room once in the month, the same meeting would cost:

\$15 - Booking fee

\$125 – Regular room use fee (per room fee schedule) \$25/hr

\$25 - Afterhours fee (5pm – 6pm)

\$165 – Total fee for room use

Social Ceremonies and Events

Social ceremonies and events cannot be held at the Peter White Public Library. This includes but is not limited to weddings, funerals, baby showers, bridal showers, birthday parties, or any other event that is being held for family and friends and is not an event open to the public or for use in a business development manner.

Equipment Rental

Equipment must be reserved at least one business day in advance. Equipment reservations can be made when submitting a room reservation request online or by calling the Library Administrative Assistant at 906-226-4300.

Integrated Technology

- Wi-Fi is available in all Library meeting rooms.
- Most meeting rooms have integrated technology equipment available for use.
- Integrated technology can be used during a drop-in meeting room use without any

additional fees. Additional equipment (see listing below) is not available during drop-in use.

- Rooms with integrated technology include: Community Room, George Shiras III Room, Heritage Room, Lions Room, and Peter White Conference Room. The Dandelion Cottage does not have any integrated technology.
- Integrated technology varies by room. For a complete listing of what is available in each room, please visit our website or speak with a library staff member. Available equipment includes a combination of the following:
 - Built in projector or television
 - Easy wall connector (HDMI or Wi-Fi connections)
 - Sound system
- Patrons are encouraged to come in early to test and troubleshoot all equipment prior to the start of their program.
- Groups who would like one-on-one instruction must request this service so that staff are available.

Additional Equipment available and fees associated:

Equipment	Fee
Bose Speaker System	\$25.00
Laptop	\$25.00
Piano (Community Room)	No charge 1 use per month; \$100 after 1 use in a month
Podium (Community Room, George Shiras III Room, and Heritage Room)	No charge
White Board	No charge

Patrons wishing to book the Library's meeting rooms must sign that they have read and understand this policy.

Peter White Public Library Board of Trustees
Approved: 3/16/2021
Updated: 9/27/22