

Please note:

The Spring Lake District Library has a variety of equipment available for use by community organizations using library facilities for meetings. We are able to provide items like a dvd/video player, laptop computer, and overhead projectors to groups using the library space for meetings. A list of available equipment is included.

The library requests that the person who filled out the Equipment Sign Out form be present at the time the meeting room is unlocked. The library will require a signature by an alternate responsible party if the individual who signed the Equipment Sign Out form is not present when the meeting room is unlocked.

Thank you for your cooperation in helping us to ensure that all available equipment is in proper working order when needed.

## Spring Lake District Library Equipment Sign Out Form

I understand that I am financially responsible for the cost of replacing or repairing the equipment listed below that I am borrowing from the Spring Lake District Library should it become damaged or missing during my organization's use of the library's meeting rooms. The library will determine whether replacement or repair of the item is necessary.

Signature of Responsible Party \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_ Library Card # or Driver License \_\_\_\_\_

Signature of Alternate Responsible Party \_\_\_\_\_ Phone # \_\_\_\_\_ Date \_\_\_\_\_ Library Card # or Driver License \_\_\_\_\_

### List of Available Library Equipment (Check all items you wish to borrow.)

Itemized Equipment List Replacement Value of Item

_____ Polycom teleconferencing unit	\$664.00
_____ Microphones	TBD (to be determined)
_____ 2 hand-held	
_____ 2 clip on	
_____ 2 plug in	
_____ Microphone stand	TBD
_____ Elmo digital overhead projector w/remote	\$2,054.00
_____ VCR/DVD player	\$150.00
_____ VGA video cable	\$35.00
_____ Remote for projector	TBD
_____ Slide projector	\$746.00
_____ Assistive hearing units	\$20.00
_____ Youth Services VCR	\$100.00
_____ TV set on cart	\$300.00
_____ Smart Board markers & eraser set	\$35.00
_____ Elmo digital slide projector	\$2,845.00
_____ RCA audio cable	\$15.00
_____ RCA video cable	\$15.00
_____ S video cable	\$100.00
_____ Wireless keyboard/mouse/presenter	TBD
_____ Opaque projector	\$10.00
_____ Power cord	\$10.00
_____ Extension cord	\$10.00
_____ Cat 6 network cable	\$5.00
_____ Laptop	\$1,500.00
_____ Card Reader	\$18.00
_____ USB cable	\$30.00
_____ x-box game unit(s)	\$250.00
_____ x-box controller(s)	\$30.00
_____ Overhead Projector	\$142.00
_____ Digital Camera	\$150.00
_____ Portable DVD	\$307.00
_____ Other (note item here)	TBD

To be completed by Spring Lake District Library staff member.

\_\_\_\_\_ Equipment accounted for and in working order.

\_\_\_\_\_ Equipment check remains to be done

Staff Member: \_\_\_\_\_

## MEETING ROOM CHECKLIST

- ✓ All lights in the Meeting Rooms should be turned off.
- ✓ All trash should be deposited in the trash receptacle.
- ✓ Coffee makers should be clean and unplugged
- ✓ Program Room door should be securely locked.
- ✓ Kitchen counter tops and sink should be clean.
- ✓ Remove all leftover food and drink from kitchen.
- ✓ Remove all disks, CD's videocassettes, and DVDs from equipment.
- ✓ Laptop, DVD, VCR, LCD projector, overhead projector, and sound system should be off.

Service Policy 440

**Meeting Room Policy**

Approved: May 13, 2003

Revised: May 16, 2014

Who may use the meeting rooms?

The mission of the Spring Lake District Library is “to provide current high interest materials in a variety of formats, to encourage children’s interest in reading by offering a stimulating array of materials and programs, and to serve as an informational center for the community.” The Library is designed to support the cultural and educational needs and interests of the community. To that effect, the Library’s meeting rooms are available for public use under the following guidelines, which were set by the Library Board.

Spring Lake District Library meeting rooms include Program Room 1 with a recommended maximum capacity of 65 and Program Room 2 with a recommended maximum capacity of 45. Program Rooms 1 and 2 can be opened into one larger Program Room, which has a recommended maximum capacity of 110. There are data hookups available for DVD, video, and laptop projection. Teleconferencing also is available. Additionally, the Library’s Local History Room will seat eight, and the Technology Room houses eight computer terminals and a wall touch screen.

Community groups may use the Library’s meeting rooms. The person who reserves the meeting room must be 18 years of age or older and will be required to provide a written statement of the program and the objectives of the group desiring to use the room. ***All publicity for the event must be pre-approved in writing by the Library prior to release to the public. Groups or individuals failing to obtain pre-approval will be banned from using any library meeting rooms for three months.***

Meeting rooms are reserved for the use of groups of four or more. The study rooms are available for use by smaller groups.

Meeting rooms may not be used for social occasions such as showers or parties. All meetings must be open to the public and no attendance or entry fee will be charged. Meetings for the exclusive purpose of fund raising by groups other than the Library are prohibited. Only the Library (or library group) may sponsor a fund-raising or purely social event.

Library sponsored or co-sponsored programs always take priority. The Library reserves the right to cancel or change reservations within a reasonable time in order to accommodate Library programs.

Groups may collect ordinary annual dues or donations or sell miscellaneous items (such as that organization’s calendar) provided that activity is incidental to the

purpose of the meeting and not a requirement to participate. A fee for supplies may be charged to participate in a workshop.

Commercial sales and promotions of businesses are prohibited.

Granting any group use of the Library's meeting rooms does not imply Library endorsement of the policies and beliefs of that group, and no group's promotional materials should state or imply Library endorsement. Groups may not use the Library's name or address as their own address, or headquarters location, or store their property at the Library between meetings.

Groups reserving the meeting rooms assume full responsibility for providing and paying for the special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.

Groups using the meeting rooms agree to indemnify and hold harmless the Spring Lake District Library, Spring Lake Township, and Spring Lake Village and their agents and representatives from any and all suits, actions, claims, or demands of a nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment, and from any loss, damage, liability, costs and/or expense that may arise during or be caused in any way by such use of Library facilities. Groups may be required to present proof of liability coverage.

The library does not accept liability for damage or loss of material owned by a group's presenters.

This policy does not obligate the library to sponsor any or all programs for which applications are submitted.

The Library reserves the right to cancel any use of meeting rooms and to suspend or terminate future use of meeting rooms by any group that violates the Library's Meeting Room Policy.

#### **How may the meeting rooms be used?**

Meetings that may disturb regular library functions may not be scheduled.

The Library reserves the right to limit a group to 12 meetings during the calendar year in order to accommodate general demand for use of the meeting rooms.

Library facilities must be left in a clean and orderly condition. The person reserving the room will be responsible for the room's condition and any equipment used. Users will be billed for the repair of any damage to facilities or equipment. Library staff will inspect meeting rooms and will notify the person reserving the room of any damage.

Groups must comply with local fire safety regulations, state laws and building regulations. Open flames including candles, incense, and lanterns are prohibited.

Groups must comply with the severe weather policy.

Alcoholic beverages are not permitted.

Smoking is not permitted anywhere on Library property.

Gambling, raffles and lotteries are not permitted.

Use of materials or decorations on the walls is not permitted.

Youth groups require adult supervision; one supervising adult for every 10 youths is recommended.

Food preparation is not allowed on the premises. Program Room 1 has a small adjacent kitchen equipped only with a refrigerator, microwave, and coffee maker. Already prepared food may be served from this kitchen. All supplies (including coffee, coffee filters and cups) must be provided by the group using the room. Beverages with red dye are prohibited.

Eating shall be allowed on the patio and, with prior approval, in the program room and in the local history room. Drinks are allowed in the building only in covered containers. Drinks are prohibited in the Technology Lab.

Library staff will be responsible for set up and takedown of meeting rooms (see checklist at end of this document).

All equipment requests must be made in writing on the standard Library form when making the reservation.

Handouts, pamphlets or other materials may be distributed only to those attending the meeting; no general distribution is permitted. All materials must be removed from the Library at the conclusion of the meeting.

Adults bringing children to a meeting must keep the children with them in the meeting room. Children may not sit or play or be left unsupervised elsewhere in the Library.

Persons attending meetings are subject to all local ordinances, state and federal laws, and library policies. Meeting rooms shall not be used for any unlawful purpose.

### **When may the meeting rooms be used?**

The meeting room calendar is posted on the Library's web page at [www.sllib.org](http://www.sllib.org).

Reservations will be taken on a first come, first served basis by the Community Services Librarian. Groups may reserve the meeting rooms up to 2 months in advance. Reservations must be made in writing on standard Library form at least 2 days prior to the meeting date.

Library events always take precedence.

The Library must be notified of cancellations two working days before the meeting date. If the Library is not notified within this time frame, there will be a \$25.00 charge.

When a group has finished using a meeting room, the signing and/or responsible person must notify library staff and await the staff's arrival to close the room.

The meeting rooms may be used without fee during regular library hours, Monday through Thursday from 9:30 am until 8:30 pm and on Friday and Saturday from 9:30 am to 5 p.m. Meeting rooms will not be available on Sundays or holidays.

No individuals or groups may be in the program room before 7 a.m. or after 9:30 p.m. The fee for using the program room outside of regular library open hours is \$50 per hour or partial hour.

Individuals or groups must vacate meeting rooms per the agreed time noted on the room reservation form. If individuals or groups fail to do this, the following applies: at the first occurrence a warning will be issued if individuals or groups have not left the room within fifteen minutes of the scheduled time; on the second occurrence of any vacancy more than fifteen minutes past the time reserved, the individual or group will be denied permission to use the meeting room for the following three months.

Any outstanding fees must be paid before a room reservation will be accepted.

Service Policy 420

**Emergency Weather Policy**

Approved: July 13, 2004

Revised: April 17, 2007

August 16, 2019

Severe Weather Watches and Warnings

People in the building will be informed when there is a severe weather watch or warning in effect. Programs being held at the library will be handled on a case by case basis by the library director in the event of severe weather warnings. This applies to both library sponsored programs and community groups using library space for meetings.

Library patrons may be instructed by the staff to relocate to a designated safe area during severe weather.