



## Programming Center Use Policy

### General Guidelines

The primary use of the Library Programming Center is for library sponsored and library-related programs of cultural and educational interest to the community, and meetings or programs sponsored by the City of Sterling Heights.

Second priority will be given to Sterling Heights based non-profit educational, cultural, civic, professional organizations, or other governmental agencies. It is not the intent of the library to provide space on a frequent and permanent basis to support the primary activities of a group or organization. The use of the center is limited for occasional public meetings of a general nature.

The library reserves the right to change a scheduled meeting date which conflicts with library sponsored programs. The library will contact the appropriate officer of the organization as early as possible to arrange rescheduling. The library accepts no responsibility for any meeting-related expenses.

### Reservations/Scheduling

1. Authorization to use the Programming Center is not transferable to another organization. The person authorized by the group to assume responsibility on its behalf and sign the application form must be a Sterling Heights resident, have a valid library card, and be present at the meeting. Federal, State, and County agencies do not require residency status.
2. Meetings are limited to a maximum of three (3) hours. Meeting room requests can be submitted based on the following schedule: Starting **December 1<sup>st</sup>** or the first weekday after December 1<sup>st</sup> for usage in January – April; Starting **April 1<sup>st</sup>** or the first weekday after April 1<sup>st</sup> for usage in May – August; Starting **August 1<sup>st</sup>** or the first weekday after August 1<sup>st</sup> for usage in September - December. Each applicant can only book one date at a time. After the scheduled meeting a new application can be submitted to request another date. Applications are approved on a first come, first served basis within five working days of receipt of the completed application. Reservations will not be considered unless received at least 48 hours before meeting date/time.
3. The programming center is available during library hours of Monday through Thursday 9:30 a.m. till 8:45 p.m., Friday 1 p.m. till 4:45 p.m. and Saturday 9:30 a.m. till 4:45 p.m.
4. All those who wish to use the meeting room must complete a standard application form, which will be attached to the policy statement. The Library Director will have complete administrative responsibility for approval of application and scheduling of programs. Applications for reservations must be directed to the library's administrative staff during regular business hours (8:30 a.m.-5 p.m., weekdays). For information regarding availability, telephone the administrative offices at (586) 446-2640. The library must confirm all reservations. Submission of an application does not ensure approval.
5. Cancellations of meetings should be made at least 24 hours before the scheduled meeting date.
6. All meetings must be open to the general public, regardless of age, sex, race, religion, national origin, or physical disabilities. No admission fees may be charged, money collected, or fund raising activities conducted.

7. Organizations must comply with applicable Americans with Disabilities Act (ADA) requirements when using library meeting room facilities, and are responsible for providing, and if necessary paying for, qualified interpreters or auxiliary aids, upon request, to individuals who require certain accommodations that would enable them to observe and/or participate in the meeting. Any person who will require such an accommodation is requested to notify both the organization and the library during regular business hours at least seven working days prior to the event.

#### Rules for Use

1. Groups wishing to serve limited refreshments may do so with the approval of Library Administration staff. All food and drink must be confined to the Programming Center. The library provides no serving equipment. If refreshments and beverages are served, the tables, chairs and carpets must be cleaned afterward by the user group.
2. The library is not responsible for equipment, supplies, materials or personal possessions owned by those sponsoring or attending a meeting or activity.
3. Programming Center must be left in the condition it was found. The organization or person reserving the meeting room is responsible for the cost to repair any damages incurred.
4. Adequate adult supervision of minors is required at all times.
5. Activities and materials must be contained within the room.
6. Groups using the facilities must conform to all fire and safety regulations, including maintaining open aisle space and abiding by occupancy limits.
7. Nothing may be attached to the wall.
8. Equipment, supplies or personal belongings of a group may not be stored or left in the library. The library is not responsible for lost or stolen items.
9. The library business phone use will be limited to emergency calls only. No telephone messages will be taken.
10. By City Ordinance, smoking and alcoholic beverages are prohibited on the premises.
11. Groups must transport their own equipment and supplies. The library does not provide any audio, video, or computer equipment.
12. The library will provide tables, chairs, a lectern, and microphone upon request.

#### Prohibited Uses and Activities

Library meeting room cannot be used for the following purposes:

1. Meetings or public announcements sponsored by political parties or by individual candidates for local, state, or federal offices. Elected officials may use the meeting rooms for "office" hours or to meet with constituents. Such meetings may not be used for re-election purposes.
2. The sale, promotion, endorsement or advertisement, whether directly or indirectly, of a commercial product or service. This includes organizations or businesses that intend to generate future revenue based upon "free" educational programs promoting products or services offered by the sponsoring party.
3. Instructors conducting classes for profit and groups promoting future courses or services entailing fees.
4. Employee recruitment or training classes sponsored by for-profit organizations.
5. Gambling activities.
6. Strictly social functions; defined as an event intended for entertainment through companionship with friends and associates, including, but not limited to, weddings, anniversaries, showers, card parties, birthday and social club parties.
7. Benefits for private individuals.

## Publicity

1. Organizations reserving use of the library's program center facility are responsible for their own publicity.
2. All advertisements, announcements, press releases, flyers, etc. relating to meeting must clearly state that the meeting is not sponsored by the Sterling Heights Public Library.
3. The location of the library should be publicized, but the library's telephone number may not be used for any purpose.
4. The library will not handle attendee registration or take messages for non-library sponsored program participants.
5. The library is not to be included as a source for further information.

Use of the public meeting room does not constitute library endorsement of the viewpoints expressed by the participants in the programs. No advertisement or announcement implying such endorsement will be permitted. No organization meeting at the library shall use the library as its official address.

Failure to abide by the policy and related regulations will result in cancellation or refusal of reservation.

An organization seeking to use meeting facilities must agree in writing to observe this policy and regulations.

Exceptions to this policy must be approved by the Library Director.