

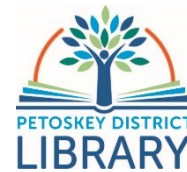
It is the policy of the Board of Trustees of the Petoskey District Library to allow businesses, organizations and groups to use the Carnegie Building, Library labyrinth, and Library classroom and meeting rooms on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

General Meeting Room Principles:

- Library programs and meetings have first priority for meeting room use and is exempt from any restrictions.
- A group may be required to reschedule a meeting if it is in the Library's best interest. The Library will do its utmost not to interfere with scheduled meetings and adequate advance notice will be given.
- Allowing the use of meeting rooms does not connote sponsorship of the event or the organization by the Petoskey District Library, nor does it connote an endorsement of any group's policies or beliefs.
- In the event of inclement weather, utility outage, or other emergency, the library director may have to close the Library and cancel scheduled meetings. If cancellation becomes necessary, the Library will notify the person who made the reservation. In the event of such a cancellation, the Library shall have no liability for any loss or expense if the applicant chooses not to reschedule.
- The library director reserves final authority to approve or deny applications for use of the meeting rooms. The director or his/her designee may grant exceptions to the rules.
- Private parties are not permitted. "Party" is defined as any purely social gathering such as a birthday, anniversary, shower, reception, reunion, etc....
- Rooms not reserved are available to walk-in individuals and groups (including non-residents) as space permits. However, walk-ins will be subject to the same fee criteria as stated below.
- The Library reserves the right to make available the name and phone number of the person or group making a reservation to anyone inquiring about the event.
- The Library reserves the right to restrict use by those who do not abide by these conditions.
- Open flames and incense are prohibited throughout the Library.
- Meeting room users are subject to following all library policies, with special note to the Solicitation and Petitions Policy.
- Pandemic limitation: during a pandemic Level 1.5 or above (see Pandemic Response Re-Opening Procedures), the library director has the authority to require masks and social distancing in library meeting rooms, as well as adjust capacities of those meeting rooms.

Library Guidelines:

- The Library has a classroom (capacity of 50) and two meeting rooms (capacity of 12 and 10), Meeting Booth (capacity of 2), as well as the outdoor Labyrinth for use by the public.
- Classroom and meeting rooms are available during the Library's open hours.



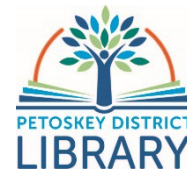
- Laptops are available for use within the Library meeting rooms (not the Carnegie) by library cardholders. Non-Library cardholders may use a mobile laptop once the patron provides a photo ID. Library programs and meetings have first priority for laptop use.
- Pandemic Limitations: during a pandemic, Level 1.5 or higher in the Library Re-opening Procedures, masks and social distancing requirements will be adhered to at all times. The library classroom has a capacity of 12 and the large conference room has a capacity of 4. The small conference room has a capacity of 2. Meeting Booth has a capacity of 1.

Carnegie Building Guidelines

- Capacity: 90 with chairs and 162 no chairs
- If a meeting is catered, open sterno flames are permitted
- Patrons must be at least 18 yrs of age to use the Carnegie meeting space
- Patrons will follow guidelines as presented in the Carnegie packet
- Pandemic limitations – during a pandemic, Level 1.5 or higher in the Library Re-opening Procedures, masks and social distancing requirements will be adhered to at all times. Capacity at the Carnegie will be determined based on the orders from HDNW, MDHHS, or the CDC.

User group's responsibility:

- Groups using any space in the Carnegie Building, Library or on Library grounds must abide by the Library's non-discrimination policy and meet American's with Disabilities Act requirements.
- Publicity related to events held in Library meeting rooms must include the statement "This program is neither sponsored, nor endorsed by the Petoskey District Library."
- Room users are responsible for their own room set-up and clean-up. The large and small meeting rooms do not have flexible set-up options.
- Groups are responsible for maintaining order and are liable for any damage to Library property. All Library policies must be adhered to including, but not limited to, the Library Code of Conduct.
- Users may post on the Library provided white boards/tack boards, and any such display must be removed at the close of the event. Tacking or writing on inappropriate surfaces (painted walls, ceilings, doors) is deemed a violation of this policy.
- Room users are responsible for the condition of the room, including equipment and furnishings. Users must clean the room, put the furniture back the way they found it and discard all trash.
- Neither the name nor the address of the Petoskey District Library may be used as the official address or headquarters of any organization, group or individual. Publication of misleading notices and advertisements will be considered a violation of these rules.
- Groups requesting meeting facilities for a series of meetings must submit, in writing, a list of specific dates and times. Library meeting room reservations are approved by Library Staff no earlier than 3 months in advance. Carnegie reservations may be approved up to six months in advance. The Library reserves the right to limit the number of reservations by any



organization so that all groups may have a fair opportunity to use the meeting rooms. If a reoccurring reservation is not used two times consecutively, all remaining reservations may be canceled.

- Cancellations should be made with at least three days' notice or room users may lose their reservation privileges.
- Anyone screening a film, documentary, or TV show in a library meeting room must secure Public Performance Rights (PPR) beforehand, regardless of admission fees or educational status. The Petoskey District Library assumes no liability for copyright violations; non-compliance may result in losing future room-booking privileges.
- Persons, organizations, groups, or businesses agree to hold the Petoskey District Library harmless from any injury, loss, damage, liability, costs, or expense that may arise during, or be caused by, use of the Library facilities or grounds.

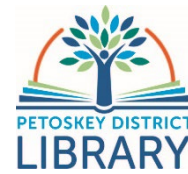
Meeting Room Fees:

- Individuals that have a Petoskey District Library resident card in good standing may reserve the Library meeting rooms at no charge, for up to 3 hours, unless one of the below fee criteria applies. One additional hour is permitted at the end of any reservation if space is available. Meetings over three hours will be assessed a \$25 fee for each additional three-hour block.
- Organizations that are located within the legal and contractual area of the Petoskey District Library may reserve the Library meeting rooms at no charge for up to 3 hours, as long as the person booking the room and is in attendance during the meeting, holds a Petoskey District Library Card in good standing and none of the below criteria applies.
- Fee Criteria: If at least one of these statements is true, then the below fees will be assessed for reserving a room:
 1. I do not have a Petoskey District Library card (card begins with 8615).
 2. There is a cost for participants to attend the meeting, including hourly rates, retainers, tuition, or donations.
 3. Products or services will be sold or marketed at the meeting.

Fees:

- Meeting rooms: \$25.00 fee for up to 3 hours of room use
 - No Library card: \$25 fee for advanced reservation
 - Selling products or services: \$25 fee
 - Labyrinth: \$25 fee
- No refunds will be issued.
- Tutors utilizing the library for a safe, central location to meet students will not be charged a fee if they walk-in and ask for space. They will be charged the \$25 fee if they choose to reserve a room for every three hours. Tutor is defined as a person employed and paid to instruct a student.
- Non-residents may use a Library meeting room for no fee, on a walk-in basis, as long as Fee Criteria #2 & #3 are false.

Meeting Room Policy: *Approved: September 24, 2020*
Updated: 10/4/24, 6/26/25, 5/28/26



Definitions:

- Petoskey District Library Resident Card in good standing – a library card that was issued by the Petoskey District Library as a resident, student, or employee, the number begins with "8615", and has less than \$10.00 in fines or fees.
- Petoskey District Library legal and contractual area - includes the City of Petoskey and the Townships of Bear Creek, Little Traverse, Resort, and Springvale.