

## **1.14 STUDY AND MEETING ROOM USE**

The Georgetown Township Public Library provides three study rooms and three meeting rooms for use by local individuals, groups, and non-profit organizations.

### **1.14.1 Study Rooms**

Study rooms are designed to provide a quiet area of study or collaboration for individual or small groups. Three study rooms are available for public use; two study rooms are available on a first come, first served basis and one study room can be reserved online in advance.

The following rules and regulations will govern use of study rooms:

- Study room use is limited to 2 hours when someone else is waiting to use the room. If no one is waiting, the room may be extended for up to 2 additional hours.
- Study room reservations can be made up to a month in advance online and must be approved by library staff prior to use.
- Study rooms are available during library hours of operation and must be vacated 30 minutes prior to the library closing time.
- Patrons not present within 15 minutes of their reservation start time will forfeit use of the room. The library reserves the right to cancel any reservation and limit the frequency of use of study rooms due to high demand.
- Those with a reservation should check in at the Circulation or Reference desk at the time of the reservation.
- Users must leave the room and equipment in the same condition it was in prior to use. Extra custodial costs or costs of damages incurred by the applicant's use will be charged to the applicant and may result in denial of future requests for use.
- Use of the library study rooms by an organization is not in any way an endorsement of the group's policies and beliefs. Publicity for meetings held in the Library may not be displayed in such a manner as to suggest Library sponsorship.
- The Library Director or designee reserves the right to rescind an organization or individual's future use if privileges are abused or if policies are not followed. The Library Director or designee reserves the right to determine use of the rooms and cancel or reschedule all arrangements at his or her discretion, with or without cause or reason, and without liability.
- All individuals, organizations, and groups will agree to hold the Georgetown Library and Georgetown Township and staff harmless from any loss, damage, liability, costs and/or expense that may arise during, or may be cause in any way, by such use of the Library facilities.

### **1.14.2 Meeting Rooms**

Use of the meeting rooms is limited to library programming and use by local individuals and non-profit organizations as approved by the Library Director. The library expressly prohibits use of meeting rooms for the following purposes: persons buying, selling, advertising, or trading products or services (except in support of the library), political rallies or meetings, religious services or instruction, personal or family events.

The following rules and regulations will govern use of meeting rooms:

- Meeting rooms are available during library hours of operation and must be vacated 30 minutes prior to the library closing time.
- Meeting room use is limited to 4 hours.
- Meeting rooms can be reserved online via the library's website. Meeting rooms may be reserved up to 3 months in advance and may be used for up to 3 consecutive periodic meetings. Continuation of regularly scheduled meetings will be granted at the discretion of the Director.
- Those wishing to use a room or with a room reservation should check in at the Circulation or Reference desk.
- Patrons not present within 15 minutes of their reservation start time will forfeit use of the room. The library reserves the right to cancel any reservation and limit the frequency of use of study and meeting rooms due to high demand.
- Occupant quantity may not exceed the posted room capacity.
- If the room is to be used by minors, a request must be made by an adult who will attend the meeting and be responsible for the conduct of those present.
- Activities sponsored or co-sponsored by the library shall take preference in the use of the room.
- Light refreshments are permitted. The user is responsible for all supplies, preparation, and cleanup. The user is responsible for setting up chairs, tables, furniture, and equipment prior to the meeting and for returning all library property to the designated storage location upon termination of the meeting. The user will not use displays, decorations, or additional

furniture that will be destructive to the premises. The room must be left in a clean and orderly condition. Future use may be denied if this is not observed.

- Smoking, gambling, raffles, lotteries, the use of alcoholic beverages and drugs, and the use of open flames are forbidden.
- Groups must comply with the safety regulation, state laws, and building regulations.
- Cost of damages to the building, furnishings, and equipment beyond normal wear must be paid by the group scheduled at the time of use. The township will be reimbursed for any damage to the premises, building, or equipment.
- The user may not assign, transfer, sublet, or charge a fee to others for the use of the room.
- Permission to use the community room does not imply Georgetown Library or Township endorsement of the goals, policies, or activities of any group or organization. Groups may not publicize their activities in such a way as to imply library sponsorship.
- These regulations may be altered or added to at the discretion of the Township Board.

The Township and /or its agents assume no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups using the facilities. The Township and/or its agents are indemnified against all liability to persons or property on the premises. The user holds the Township harmless of any and all fines, forfeitures, and penalties arising out of violation of the law.

# STUDY ROOM CODE OF CONDUCT

- Study rooms are available to the public to provide a quiet atmosphere for individual or small group study and/or collaboration. Any person violating the following rules may be asked to leave the study room and/or library
- Users are subject to the Georgetown Library's Public Behavior Policy
- The number of persons in a study room may not exceed the established capacity of the room
- Study rooms must be vacated 30 minutes prior to the close of the library
- Study rooms must be left in good order. Misuse or damage will result in the loss of privileges and payment of cost of damages
- Taping, stapling, or tacking of materials to the walls or other furnishings is prohibited
- Furniture may not be added to or removed from the study room and doors may not be blocked
- Food and beverages in uncovered containers are prohibited
- All individuals and groups shall indemnify, defend and hold harmless the Georgetown Township Public Library and Georgetown Township, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission, or error of the individual or group resulting in or relating to personal injuries or property damage arising from the individual/group's use of the study room.

## ROOM CAPACITY: 6



# GEORGETOWN LIBRARY MEETING ROOM USE

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The following rules and regulations will govern use of meeting rooms:

- Meeting rooms are available during library hours of operation and must be vacated 30 minutes prior to the library closing time.
- Meeting room use is limited to 4 hours.
- Meeting rooms can be reserved online via the library's website. Meeting rooms may be reserved up to 3 months in advance and may be used for up to 3 consecutive periodic meetings. Continuation of regularly scheduled meetings will be granted at the discretion of the Director.
- Those wishing to use a room or with a room reservation should check in at the Circulation or Reference desk.
- Patrons not present within 15 minutes of their reservation start time will forfeit use of the room. The library reserves the right to cancel any reservation and limit the frequency of use of study and meeting rooms due to high demand.
- Occupant quantity may not exceed the posted room capacity.
- If the room is to be used by minors, a request must be made by an adult who will attend the meeting and be responsible for the conduct of those present.
- Activities sponsored or co-sponsored by the library shall take preference in the use of the room.
- Light refreshments are permitted. The user is responsible for all supplies, preparation, and cleanup. The user is responsible for setting up chairs, tables, furniture, and equipment prior to the meeting and for returning all library property to the designated storage location upon termination of the meeting. The user will not use displays, decorations, or additional furniture that will be destructive to the premises. The room must be left in a clean and orderly condition. Future use may be denied if this is not observed.
- Smoking, gambling, raffles, lotteries, the use of alcoholic beverages and drugs, and the use of open flames are forbidden.
- Groups must comply with the safety regulation, state laws, and building regulations.
- Cost of damages to the building, furnishings, and equipment beyond normal wear must be paid by the group scheduled at the time of use. The township will be reimbursed for any damage to the premises, building, or equipment.
- The user may not assign, transfer, sublet, or charge a fee to others for the use of the room.
- Permission to use the community room does not imply Georgetown Library or Township endorsement of the goals, policies, or activities of any group or organization. Groups may not publicize their activities in such a way as to imply library sponsorship.
- These regulations may be altered or added to at the discretion of the Township Board.

The Township and /or its agents assume no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups using the facilities. The Township and/or its agents are indemnified against all liability to persons or property on the premises. The user holds the Township harmless of any and all fines, forfeitures, and penalties arising out of violation of the law.

Users must also agree to leave the room and equipment in the same condition it was in prior to use. Extra custodial costs or costs of damages incurred by the applicant's use will be charged to the applicant and may result in denial of future requests for use.

**I have read and agree to abide by the Meeting Room policy:**

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Name (please print)

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Date

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Signature

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Organization Name (if applicable)

