

USE OF THE MULTIPURPOSE ROOM

Application of Policy

This Policy applies only to the use of the Multipurpose Room (also referred to as "Room") by the public and shall not apply to other spaces in the Frankenmuth James E. Wickson District Library ("Library"). This Policy does not apply to the Use of the Multipurpose Room by the Library for Library sponsored or co-sponsored events.

Library use

Library sponsored or co-sponsored use of the Multipurpose Room will take precedence over Multipurpose Room use requests made by other community groups.

Use by Other Organizations

The Multipurpose Room is available only to individuals, groups or organizations for educational, recreational, cultural and civic purposes. The Room is not available for purely social occasions or commercial activities. The person booking the room must be a resident of the Frankenmuth James E. Wickson District Library District.

The Multipurpose Room may only be reserved during regular public Library hours and must be vacated and put back in its original state at least 15 minutes prior to closing.

Users shall not exceed the occupancy requirements of the Multipurpose Room.

Registration

Users wishing to use the Room must fill out an Application provided by the Library a minimum of 48 hours prior to use. The Applicant must be 18 years of age and must be authorized to sign the Application on behalf of the User. Reservations will be taken on a first come, first served basis by the Administrative Assistant. Groups may reserve the Room up to 12 months in advance. Return of a copy of the Application with the initials of the Library Director (or representative) will indicate approval to use the Room.

Frequency of use

Users may not book the Room more frequently than once per month. Regular use of the Room does not imply exclusive use for a particular day or time. The Library reserves the right to schedule another event on any day or at any time as needed.

Fees

The Library shall not charge a fee for use of the Multipurpose Room.

Rules

- All meetings in the Room shall be open to the public. The user may not charge an admission fee for meetings or exhibits.
- Multipurpose Room set up is the responsibility of the Applicant. The Room must be returned to its original condition after use.
- Items to be displayed shall not be taped or tacked to walls or moldings.
- Light refreshments may be served. The group must provide its own utensils for serving and preparation. Alcoholic beverages may not be served.
- By applying for use of the Multipurpose Room the User acknowledges that its activity is not sponsored by the Frankenmuth James E. Wickson District Library or the City of Frankenmuth and agrees that they will not identify the above parties as associated in any way with their group's activities in any of their literature or publicity.
- No User may sponsor a fund-raiser. Users shall not sell tickets or solicit contributions from persons located anywhere in the Library or on Library property.
- Multipurpose Room use must not interfere with the normal operation of the Library. Users shall observe all rules of conduct and policies applicable to Library patrons.

- Handouts, pamphlets or other materials may be distributed only to those attending the meeting and may not be placed outside the Room for general distribution or left in the Library at the conclusion of the meeting, unless in conformance with the Library's Bulletin Board policy.
- No smoking, candles, matches or any other use of fire shall be permitted in the Multipurpose Room.
- Users of the Multipurpose Room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every 5 minors.
- No commercial, sales, or profit-making uses of the Multipurpose Room are permitted.

Responsibility

The Library assumes no responsibility for any materials on display. The sponsoring group is responsible for supervision and security. The group must also assume responsibility for any necessary insurance for liability or any damage.

Groups using the Room agree to indemnify and hold harmless the Frankenmuth James E. Wickson District Library and the City of Frankenmuth, its agents, employees, officers and representatives, from any and all suits, actions, claims, or demands of any character or 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 by the User or those attending the meeting.

Groups using the Room are responsible for the condition of the Room. They will be billed for any damage to the Room as a result of their use.

Withdrawal of permission

The Library reserves the right to withdraw permission for the use of the Multipurpose Room for any reason, including for the use of the Library for a Library sponsored or co-sponsored event or if the Library is required to close for any reason.

Violation and Appeal Section

The Library Director or the Director's designee may restrict access to Library facilities, including the Multipurpose Room, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

A. Incident Reports: Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The Report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges: Unless otherwise provided in this Policy, (See Section C below), the Library shall handle violations as follows:

1. *Initial Violation:* Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.

2. *Subsequent Violations:* The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

Frankenmuth Wickson District Library
Application to use the Multipurpose Room

Date of request _____

Date of use _____ Time of use _____

Name of Organization _____

Street address _____

City _____ Zip code _____

Telephone _____

Purpose of meeting or program _____

Number attending _____

By signing this Application, the Organization identified above agrees to indemnify and hold harmless the Frankenmuth James E. Wickson District Library and the City of Frankenmuth, its agents, employees, officers and representatives, from any and all suits, actions, claims, or demands of any character or 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 by the User or any person attending the User's meeting. The Organization also agrees to pay for any damage caused by its use of the Multipurpose Room.

Name of responsible person _____

Signature of responsible person _____

Approved _____ Date _____

C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges. The Incident Report shall specify the nature of the violation.

2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Policy before their privileges may be reinstated.

E. Right of Appeal: Users may appeal a decision in writing to the Library Director within 10 working days of the date of the letter stating why Library privileges should be restored. The Library Director or a designee will respond to the appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.