* + **Use of Public Meeting Areas Policy**
* The Library as a community center encourages community use of its meeting room. The Library does not charge a fee for the use of this room. If any group fails to abide by this policy, they may forfeit their right to use the library meeting room again. The Library reserves the right to refuse the use of meeting rooms at any time.
* Eligible groups: The meeting room may be reserved for use by educational, civic, cultural, community, professional, or government groups.
	+ In accordance with the Michigan Public Accommodations Act, these tax-supported facilities may be used only by those groups whose membership is open to all without restriction based on race, sex, religion, etc.
		- Religious Groups may use the room for non-sectarian or interdenominational meetings or programs. No religious ceremonies may be conducted in the Library.
		- Political Groups may use the room for non-partisan or bi-partisan programs of an educational nature.
		- Commercial or profit making organizations may *not* use the room except when sponsoring educational programs of a non-profit nature which are open and free to the general public. Reservations for such groups will be referred to the Library Director for approval.
* Reservations: Meeting room is only available during regular library hours. No more than forty (15) people may use the meeting area at one time. Library functions have priority over all outside groups. Reservations are on a first-come, first-served basis. Reservations may be made in person, by phone, or via e-mail. Rooms may be reserved for continued regular meetings at the discretion of the Director.
* Use of the meeting room/area: Those who reserve the room promise to provide adequate supervision of the group and any attendee’s children. · Groups must converse quietly, so to not disturb others in the Library. Children who disrupt others in the Library proper must remain with their parents in the meeting room. Rooms and any library equipment must be left clean and the furniture and chairs returned to their original placement. Material on the shelves is for display only and should not be handled. The cost for replacement or repair of Library property will be the responsibility of the using group. Light refreshments are permitted. Smoking or use of alcoholic beverages is not allowed. No fund raising or admittance fees are allowed unless pre-approved by the Library Board. (Such as sponsored activities of the Library, City or Townships).