Facility Management Section 3.10 - Royal Oak Public Library Auditorium and Meeting/Study Room

Policy

General Rules for all Meeting Rooms

1. Library programs and Library affiliated groups shall have priority in use of the facilities.
2. Royal Oak Public Library study rooms and auditorium are available to groups engaged in educational, cultural, intellectual, civic or charitable activities. They are not available for private functions, such as birthday parties, wedding receptions or family reunions.
3. Rooms are available for use -- including set-up and clean-up -- only during the library's open hours:
    a. Monday & Wednesday: 10:00 AM to 9:00 PM
    b. Tuesday & Thursday: 12:00 PM to 9:00 PM
    c. Friday & Saturday: 10:00 AM to 6:00 PM
4. Meetings must end with sufficient time for clean-up and in time for all group members to exit the library by closing time.
5. Activities in the meeting facilities may not disrupt other patrons.
6. The Library will not provide storage space for unaffiliated users.
7. Users who fail to return the meeting facilities to the same condition as they found them are liable for any and all cleaning or damage.
8. Use of the meeting facilities does not constitute an endorsement of the users or their activities by the Library or the City of Royal Oak.
9. The Library and the City of Royal Oak are not liable for injury or damage sustained by individuals or groups while using the facilities.
10. The Library reserves the right to monitor any use of any of its facilities.
11. The Library reserves the right to cancel meeting room use for any reason.
12. Users specifically agree to indemnify and defend the Library, the City of Royal Oak and its employees for any action resulting from their use of the facilities.
13. Violations of any of these provisions by the users constitute a material breach of this agreement.
14. Users' sole remedy in case of breach of this agreement by the Library or the City of Royal Oak is a refund of any user fee.

Rules Governing the Use of the Auditorium

A. Use of the Auditorium may be scheduled with library administration no more than three months in advance. Prior use does not entitle applicants to future use.
B. The Library Board shall set fees for use of the auditorium and for use of equipment. Payment is due with return of the reservation form signed by a responsible adult. Payment confirms the reservation. Refunds will be considered if cancellation is made at least one week in advance of the scheduled use.

C. Groups may reserve the auditorium no more than once monthly or 12 times per year.
D. <u>Preference is given to Royal Oak residents.</u>
E. The Library will set up furnishings and equipment as contracted prior to the meeting time.
F. Minors (under age 18) may use the auditorium only when an adult sponsor is present.
G. <u>Persons renting the Auditorium shall advise persons in attendance that the program is not sponsored by the City of Royal Oak or the Royal Oak Public Library. The library director or the director's designee may require that this notice be provided by suitable signage at the entrance to the Auditorium.</u>
H. <u>Persons renting the Auditorium shall indemnify and hold harmless the Royal Oak Public Library and the City of Royal Oak from any liability or claims of liability arising from the use of the Auditorium by the renter.</u>
I. All users of the auditorium shall comply with all city ordinances, state or federal laws, and library policies. Fire prevention regulations include but are not limited to the following:
    a. Use of open flames is prohibited.
    b. Extension cords cannot have exposed wire and must be UL approved.
    c. No combustible decorations are allowed.

Rules Governing the Use of Group Study Rooms

A. Library staff will not assist with furniture or equipment.
B. Study Rooms may be requested on a walk-in basis by inquiring at the Library Monitor desk.
C. Study Rooms are for groups.
D. Use will be limited to three (3) hours if other groups are scheduled or waiting.
E. There is no fee for the use of study rooms.
F. Study Rooms are only available to registered Library card-holders.
G. Study Rooms may not be scheduled in advance.

Rules Governing the Use of the Individual Study Rooms

A. Library staff will not assist with furniture or equipment.
B. The quiet study rooms are available to individuals, reading or studying independently.
C. Cell phone use is prohibited in the quiet study rooms.
D. The quiet study rooms may not be reserved or scheduled in advance.

Adopted by the Royal Oak Public Library Board on September 22, 1998; rev. 2/23/99; rev. 8/24/99; rev. 11/28/00; rev. 01/23/01; rev.07/22/03; rev. 5/25/04; rev 12/28/05; 02/28/06; 06/27/06; 05/27/08; revised 06-23-09; reviewed 3/23/2010; reviewed 3/22/2011 but changes tabled. Suggested changes in bold and underlined. 3/23/2012

Application for Use of Royal Oak Public Library Auditorium

Name of group: _____

Number of People: _____

Purpose of the meeting: _____

Date(s) requested: _____

Setup time beginning at: _____ **Departure time:** _____

Contact person: _____

Phone number: _____ **Email:** _____

Mailing address: _____

Please dismiss your meeting before closing time so that all members of your group may be out of the building by closing.

Library Hours
Monday & Wednesday; 10:00 AM – 9:00 PM
Tuesday & Thursday; 12:00 PM – 9:00 PM
Friday & Saturday; 10:00 AM – 6:00 PM
Closed Sunday

The auditorium seats 100 theater style, 40 classroom style. It contains a granite counter with sink. Refreshments are allowed, but you must provide your own consumables. Hourly rate for the auditorium begins with your group's setup preparations and ends when all participants have left the room.

Fees *
Non-Profit: 3 hours @ $75, 5 hours @ $125
For-Profit: 3 hours @ $175, 5 hours @ $250

* Technical assistance for the duration of the program is available for an additional fee of $50.

Setup Information
_____ Number of Chairs
_____ Lectern
_____ Number of Tables (each seats 2-3)
_____ Digital Projector
_____ Wireless Microphone
_____ DVD Player

Layout Requested
_____ Theater _____ Classroom _____ Boardroom

Final room setup information must be submitted at least two weeks in advance of meeting. We suggest that the person reserving the auditorium inspect the space prior to the date of the meeting.

Please sign here to indicate that you understand your responsibilities in using this library facility as indicated in the **Meeting Room Policy 3.10, dated 6-23-09,** that accompanies this form and is online at **www.ropl.org/policies**.

_____
Signature

_____
Date

To confirm your room reservation, make checks payable to Royal Oak Public Library and send them with your completed and signed application to the address below. We also accept cash and major credit cards.

222 East Eleven Mile Road, PO Box 494, Royal Oak, MI 48068-0494.

Questions? Please call Matthew Day at 248-246-3732 or email matthew@ropl.org.

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For Library Use

Amount Received: $_____

Date Received: _____