Royal Oak Public Library Policies

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

Policy

General Rules for all Meeting Rooms

1. Royal Oak Public Library programs and Library affiliated groups shall have priority in use of the facilities.
2. Royal Oak Public Library (ROPL) study rooms, Friends Auditorium, and Youth Activity Room 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:
    - Monday & Wednesday: 10:00 AM to 9:00 PM
    - Tuesday & Thursday: 12:00 PM to 9:00 PM
    - Friday & Saturday: 10:00 AM to 6:00 PM
4. The room must be vacated no less than 15 minutes before the library closes and all group members must 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.
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 Royal Oak Public Library or the City of Royal Oak.
9. The Royal Oak Public Library and the City of Royal Oak are not liable for injury or damage sustained by individuals or groups while using the facilities.
10. ROPL reserves the right to monitor any use of any of its facilities.
11. ROPL reserves the right to cancel meeting room use for any reason.
12. Use/Rental of the library meeting rooms does not include library generated publicity such as information on the library's website and listing on the library's calendar.
13. Users specifically agree to indemnify and defend Royal Oak Public Library, the City of Royal Oak and its employees for any action resulting from use of the facilities by users.
14. Violations of any of these provisions by the users constitute a material breach of this agreement.
15. Users' sole remedy in case of breach of this agreement by ROPL or the City of Royal Oak is a refund of any user fee.
16. Users must comply with the Library Code of Conduct..
17. All users shall comply with all city ordinances, state or federal laws, and library policies. Fire prevention regulations include but are not limited to the following:
    - Use of open flames is prohibited.
    - Extension cords cannot have exposed wire and must be UL approved.
    - No combustible decorations are allowed.

Rules Governing the Use of the Auditorium and Youth Activity Room

1. Use of the Friends Auditorium and Youth Activity Room may be scheduled no more than 6 months in advance. Prior use does not entitle applicants to future use.
2. The Library Board shall set fees for use of the Friends Auditorium and Youth Activity Room. Payment is due with return of the reservation form signed by an adult. Payment confirms the reservation.
3. Groups may reserve the Friends Auditorium or Youth Activity Room no more than once monthly or 12 times per year.
4. Preference is given to Royal Oak residents.
5. The Library will set up furnishings and equipment as contracted prior to the meeting time.
6. Minors (under age 18) may use the Friends Auditorium and Youth Activity Room only when an adult sponsor is present.
7. Persons renting the Friends Auditorium or Youth Activity Room 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 Friends Auditorium or Youth Activity Room.

8. Persons renting the Friends Auditorium or Youth Activity Room 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 Friends Auditorium or Youth Activity Room by the renter.
9. The reservation of the Friends Auditorium or Youth Activity Room does not entitle or allow any users the sole use of any other room in the library.
10. If the auditorium is unavailable at the requested time, groups may elect to use the Youth Activity Room depending on its availability and suitability.

Rules Governing the Use of Group Study Rooms

1. A. Library staff will not assist with furniture or equipment.
2. Study Rooms may be requested on a walk-in basis by inquiring at the Library Monitor desk.
3. Study Rooms are for groups.
4. Use may be limited to three (3) hours if other groups are waiting. Library sponsored groups have priority.
5. There is no fee for the use of study rooms.
6. Study Rooms are only available to registered ROPL card-holders.
7. Study Rooms may not be scheduled in advance unless it is a library sponsored activity.
8. Study rooms must be vacated 15 minutes before closing.
9. No equipment other than computer laptops and tablets may be used in group study rooms (without advance permission).

Rules Governing the Use of the Individual Study Rooms

1. Library staff will not assist with furniture or equipment.
2. The quiet study rooms are available to individuals, reading or studying independently.
3. Cell phone calls and conversations are prohibited in the quiet study rooms.
4. 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; 3/27/2012 revised; revised 03/25/2014.