

**DELTA TOWNSHIP DISTRICT LIBRARY**  
**MICHAEL D. MOORE BOARD ROOM POLICY**

The Michael D. Moore Board Room at the Delta Township District Library is available without charge to non-profit organizations for recreational, cultural, and civic purposes. Rooms are not available for religious services, partisan politics or purely social occasions.

**The policy for the use of the facility is established by the Library Board and subject to change at any time.**

1. The program and meeting needs of the Library will take precedence over room requests by other community groups.
2. All groups using the room must be under adequate adult supervision with an adult in attendance at all times.
3. No admission fee is to be charged for meetings or exhibits.
4. The library shall not be held liable for any injury sustained or damage done related to the use/misuse of equipment and or facilities. The program planner is responsible for making program attendees aware of this policy.
5. Meetings that may disturb regular library functions are not permitted. Activities of the group are limited to the room reserved. Applicants agree to be responsible for the orderly behavior of their participants and be responsive to the directives of Township or Library staff.
6. Groups wishing to use the facility must submit an application signed by the supervising adult at least one week in advance and not more than two months prior to the scheduled meeting.
7. Hours of scheduling shall include the total time involved in the meeting, from the time the organization requires the room for assembling or other purposes, to the time the room is vacated. The room is available only during hours the Library is open, and the room must be vacated 15 minutes before the Library closes.
8. Any application may be rejected, or previously granted permission withdrawn, at the discretion of the Library Board or the Library Director.
9. Literature may be distributed but no items may be sold. The only merchandising activities permitted are Library or Friends of the Library sponsored sales or activities.
10. The Township and/or Library's name may not be used for any purpose other than to indicate location of the program.

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11. All users of the Library's facilities agree to comply with all applicable laws and local ordinances.
  - The library building and grounds are smoke free.
  - Each group is responsible for ensuring the attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshal.
12. The fact that an organization is permitted to meet at the Library does not constitute an endorsement of the organization's beliefs by the Library, staff, Library Board or Township Board.
13. The room must be returned to its original condition after use. Items to be displayed may not be tacked, taped or attached in any way to the walls or moldings. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future.
14. The Library has the right to limit or deny food and drink in the Board Room on an individual basis.
15. Placemats will be provided and must be used to protect the table.
16. The Library is not responsible for theft or damage to property brought into the board room.
17. Items left in the room will be held in the lost and found for one month. Any perishable items will be thrown out.
18. Cancellation of meeting room reservations is required 24 hours in advance. Failure to notify Library of cancellation may result in denial of future requests.
19. Failure to arrive within 15 minutes of the starting reservation time will result in forfeiture of the remaining reserved time.
20. Failure to abide by this policy and the rules and regulations of the library will result in denial of subsequent use privileges.

**Attach form for reserving room**

*Approved by the Delta Township District Library Board - August 4, 2008  
Revised by the Delta Township District Library Board - September 8, 2008  
Revised by the Delta Township District Library Board – December 12, 2011*