

# Flex Space Meeting Room Policy

Madison Heights Public Library

Effective Date: **DRAFT v.2**

## Purpose:

The public library provides Flex Space as a meeting room to support the community's educational, cultural, and recreational needs. The policy sets rules for use by the public.

## Rules & Regulations:

1. Library programs and Library co-sponsored activities, meetings, and events have priority for scheduling use of the facilities and are not otherwise subject to this policy.
2. All meeting room users must comply with all library policies and all applicable local, state, and federal laws.
3. The room is available for free-of-charge non-profit organization meetings or events that align with the library's mission and policies.
4. Commercial use, private parties, and sales-oriented activities are prohibited.
5. Flex Space and study rooms are available for reservations by library cardholders over 12 years old.
6. Reservations must be made using the library's reservation system.
7. A reservation for Flex Space may be made up to 14 days in advance, but no less than 1 day in advance, and cannot exceed once per month.
8. Walk-in use and same-day reservations are not available. The Flex Space is designated as a study area when not reserved.
9. Reservations are limited to three hours, inclusive of any set-up and tear-down times.
10. Use must end at least 30 minutes before the library closes.
11. The person who reserves the room must be in the room for the entirety of the reservation.
12. Reservations must ensure a minimum of 5 attendees; otherwise, the reservation will be forfeited, and the room will revert to its use as a study area.
13. The room accommodates up to 12 people. Tables are not to be removed from the room.
14. Users may request available equipment when reserving a room, but equipment use, or functional operation, is not guaranteed.
15. The library offers Wi-Fi access, but users are responsible for their own devices.
16. Light refreshments are permitted as detailed in the library's Behavior Policy, provided the space is cleaned after use. All crumbs and spills should be removed. Cleaning supplies are available at the front desk. Alcohol is strictly prohibited.
17. Users are responsible for any damage to the room or library property.
18. The library is not liable for injuries or accidents during room use.
19. Failure to comply with this policy may result in the cancellation of current reservations and suspension of room or library privileges.