



WOODRUFF ANNEX MEETING ROOM POLICY

The DeWitt District Library (DDL) Woodruff Annex provides an opportunity for bringing together resources of the library and the activities of the community for educational, cultural, civic and charitable purposes. The room is not available for purely social occasions.

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

Application Process, Facility Usage Criteria and Fees

1. The Woodruff Annex room (“room”) may be reserved by any individual, group or organization (“User”) with a DDL card for cultural, educational and informational purposes pursuant to the requirements of this Policy. Users requesting use of the Annex room must complete and submit a use form to the Library Business Office a minimum of seven (7) days in advance of use and not more than two months prior to the scheduled use. The person who signs the application must be 18 years of age or older and authorized to sign on behalf of the User. The signer will become the party responsible to the Library for the space use and the compliance with all rules, policies, and payment. Users with library cards exceeding the \$10.00 fine threshold will not be permitted to use the Woodruff Annex room until their account is in good standing.

A usage fee schedule is listed below:

User Type	Fee
Non-profit	\$25.00
For-profit	\$40.00
Municipalities	Waived
Friends of the Library Member	Waived
Friends of the Library & DDL Board Members	Waived

2. All Users must be under adequate adult supervision with an adult in attendance.
3. To ensure or promote the accessibility of the room to a wide variety of community groups, and so that the entire DeWitt District Library community may have an opportunity to make use of the limited facilities, no User may use the room for more than twelve (12) meetings per year. Applications will be approved on a first-come, first-service basis.
4. Hours of scheduling shall include the total time involved in the meeting, from the time the User requires the room for assembling or other purposes, to the time the room is vacated. The room is available only during working hours the Library is open and the room must be vacated fifteen (15) minutes before the Library closes.
5. In no case will any User to whom an approval has been granted assign, transfer, or sublet.

6. It may be necessary to cancel the User's use of the Library in the event of the Library closing as a result of use by the Library, weather, equipment failure, or unforeseen emergencies.
7. The program and meeting needs of the Library will take precedence over room requests by any User. If the Library should find it necessary to cancel a scheduled activity in the room, then the Library will notify the User that booked that room. A full applicant receives notification from the Library Business Office. Approved Users should have a copy of the confirmation documentation available for staff upon request during the event.
8. Any application may be rejected, or previously granted permission withdrawn, at the discretion of the Library Board or the Library Director.
9. Users requesting the use of the Annex will be responsible for payment for all costs incurred. The Library requires full payment for use upon approval of the application.
10. Cancellation of meeting room reservations is required forty-eight (48) hours in advance. Users cancelling with less than forty-eight (48) hours' notice will lose fifty percent (50%) of rental fees.
11. Failure to arrive within fifteen (15) minutes of the starting reservation time may result in forfeiture of the remaining reserved time.

Restrictions of Use

1. Meetings that disturb regular Library functions are not permitted. Activities of the group are limited to the room reserved. Users agree to be responsible for the orderly behavior of their participants and be responsive to the directives of Library staff.
2. No admission fee can be charged for meetings or the use of the room.
3. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property. Users shall not use the room for fundraising or selling goods or services. The exception to this rule is for the following:
 - a. The sale of books, CDs and other items by authors or artists and Library sponsored or co-sponsored events;
 - b. Events for which the proceeds are used for Library programs or for the benefit of the Library, provided that the Library accepts the donated proceeds. However, the User must be authorized by law to conduct the sale, fundraising or solicitation.
4. Literature may be distributed within the room but not left in the room or Library.
5. The Library's name may not be used for any purpose other than to indicate location of the program.

6. Food and drink are generally permitted but must remain within the room. However, the Library has the right to limit or deny food and drink in the Annex on an individual basis.
7. Placemats or a covering must be used to protect the table from food and crafts.
8. All Users of the room agree to comply with all Library policies, applicable laws and local ordinances.
 - a. The Library building is smoke and alcohol free.
 - b. Each User is responsible for ensuring the attendance at its meeting does not exceed the maximum occupancy for the meeting room (50 people) as set by the Fire Marshall. The room fits thirty (30) using tables and chairs, or fifty (50) seated on the floor.

Condition of Facilities

1. 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.
2. A User that damages property, including cleanup costs for spills will be liable for costs incurred in connection with their use of the facility, or equipment. A bill for damages will be presented to the group using the facilities. Payment must be made within 2 (two) weeks of receipt of the bill.
3. Items left in the room will be held in the lost and found for one month. Any perishable items will be thrown out.

Injury/Theft

1. The Library shall not be held liable for an injury sustained or damage done related to the use/misuse of equipment and/or facilities. The User and person who signed the application is responsible for making program attendees aware of this policy.
2. The Library is not responsible for theft or damage to property brought into the Annex.

Non-Endorsement and Waiver of Liability

1. 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 or Library Board.
2. The Library is released and held harmless from any and all claims relating to the use of the room, including claims for personal injury or property damage.

Violation and Appeal Section

1. The Library Director or the Director's designee may restrict access to Library facilities, including the Library Annex room, by immediately dismissing the patron from the premises by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

2. Incident Reports: Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.
3. Violation of the Policy – Suspension of Privileges: Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:
 - a. Initial Violation: Library patrons observed violating this Policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.
 - b. Subsequent Violations: The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.
4. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of Library Staff and/or patrons shall be handled as follows:
 - a. Initial Violation: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.
 - b. Subsequent Violations: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Library Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.
5. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Policy before their privileges may be reinstated.
6. Right of Appeal: Users may appeal a decision in writing to the Library Director within ten (10) business days of the date of the letter stating why Library privileges should be restored. The Library Director or a designee will respond to the appeal in writing within ten (10) business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within ten (10) business days. The decision of the Library Board is final.



WOODRUFF ANNEX MEETING ROOM RESERVATION APPLICATION

The DeWitt District Library is pleased to offer its Woodruff Annex Meeting Room to any individual, group or organization with a DeWitt District Library card for cultural, educational and informational purposes pursuant to the requirements of the Woodruff Annex Meeting Room Policy. Meetings may be booked between one week and two months in advance. Please use one form per meeting. **Submission of this application does not guarantee reservation approval.**

(Please Print)

Organization: _____

Representative: _____

Representative's Title: _____

Address: _____

City: _____ Zip Code: _____

Home Phone: _____ Alternate Phone: _____

Email Address: _____

Date of Birth: _____

Tax Exempt or Driver's License Number: _____

DeWitt District Library Card Number: _____

Day and Date Requested: _____

Type of Activity: _____

Hours Requested: _____

Number of Attendees Expected*: _____

*(Maximum capacity is 50 without tables and chairs)

Number of Tables (up to 5): _____ Number of Chairs Needed: _____

Check-in Date/Time*: _____

*(Reservations will be forfeited if applicant is more than 15 minutes late)

Check-out Time: _____

*(Maximum 2 hour block; includes set-up)

Signature of organization representative: _____

Date: _____

Your signature indicates that you have read and accepted the conditions set forth in the Woodruff Annex Meeting Room Policy and are at least 18 years of age, and that you, your organization and your attendees waive any claims for losses, injuries and damages. This application may be faxed to the DeWitt District Library: (517) 669-6408 or returned to the Library at the above address. The application must be completed, signed and approved by the Library Business Office before the reservation can be confirmed.