

MEETING ROOM GUIDELINES AND POLICY

LAST REVISED May 14, 2022

Flint Public Library Board Policies

Meeting Room Policy

- **Adopted:** 10/6/11
- **Effective:** 12/01/11
- **Revised:** 9-12-2013; 5-5-2022

Meeting rooms at the Flint Public Library are available for use by associations, groups, clubs, nonprofit organizations, commercial businesses, and private individuals. Room use will be provided on an equitable basis regardless of the affiliations or beliefs of individuals or groups requesting their use. Permission to use a room does not imply FPL endorsement of the aims, policies, beliefs or activities of any individual, group or organization. FPL may reject for any reason a request to use a room. Permission is revocable at any time.

The primary purpose of Library facilities is to implement regular Library programming. Library-sponsored and administered activities, including those of the Friends of the Library, will have priority in determining use of Library facilities.

Unless prior written permission has been granted by the Executive Director:

- Library meeting rooms are not available for social events such as private parties
- Anyone using the Library facilities may not charge admission, use the Library rooms for fundraising purposes (except for the benefit of the Library or its affiliates), or engage in commercial activity.
- Groups or individuals publicizing their programs must avoid giving the impression that the program is sponsored by or approved by the Flint Public Library.

Users of the rooms sponsoring meetings that are open to the public are required to welcome attendees without regard to race, color, religion, creed, gender, gender expression, sexual orientation, age, national origin, ancestry, disability, marital status, military status or any other status identified by applicable law.

The Library will provide many of the rooms free of charge to Flint Public Library cardholders, within limits of length of meetings and frequency of use guidelines. The Library may charge rental or service fees for lengthy use of Rooms, use of library equipment and services, room setups, use of food in the room cleaning fees and other costs associated with room use.

Use of Library meeting rooms may not interfere with normal Library functions and operations. The Library reserves the authority to maintain order and discipline on its premises and to take such action as may be necessary or appropriate to protect the well-being of its staff, employees and patrons.



FPL ADMINISTRATIVE GUIDELINES

MEETING ROOM GUIDELINES

LAST REVISED May 14, 2022

Note: this edition of the guidelines has been prepared for the Library's opening in May 2022. There are many things in the building still being worked on! Please check back for revisions as we add and fine-tune our services and offerings over the next few months.

These Administrative Guidelines interpret and provide operational details for the Board of Trustees' *Meeting Room Policy*.

These guidelines are laid out in the form of Q and A for ease of use. Questions about these guidelines and their interpretation should be directed to rooms@fpl.info who will refer questions to the Executive Director as necessary.

Q1. Who can use a Room?

Holders of an Adult or Institutional library card can reserve and use Rooms at FPL. The person who reserves the room with their library card is responsible for the Room and all persons using the Room.

Q2. Can young people use Rooms?

Users of the Rooms must be under adequate supervision by adults 18 years of age or older. If youth under 18 are in the room, the reservation must be made by an adult who will be in charge of the group using the room, as well as being financially responsible for the room. The listed adult must be on site during the reserved meeting time.

Q3. How do I make a reservation?

You can make a reservation online at fpl.info, or use the scheduler posted outside the Room, or get help from an FPL staff member. Different rooms have different requirements for advance and "instant" reservations, described in these Guidelines. You can also contact the Library at rooms@fpl.info to get staff assistance in making a room reservation.

Q4. Can I just walk into a Room and use it?

Yes, under certain circumstances. Study Rooms and Small Meeting Rooms that are not reserved for someone else can be used with an "instant reservation," that is, by

reserving the room with your library card at the room itself or with a staff member's help.

Q5. What times are Rooms available?

Rooms are available during the Library's open hours, within limits. Your meetings should begin 15 to 30 minutes after opening, as there is no access before hours. All meetings must end 30 minutes before closing and rooms must be vacated no later than 15 minutes before closing. Check fpl.info for library hours.

Q7. How long can I use a room and how often?

In order to provide for equitable availability and use of rooms, the library limits the length of time per day and frequency of use of the Rooms. No uses beyond the stated limits are permitted without the prior written consent of the Executive Director. See the chart later in this document for details.

Q8. How much does it cost to use a room?

All Flint Public Library cardholders may use a room without charge for short meetings: two hours for study rooms and three hours for all other rooms. Use beyond that time limit carries a fee. There are also fees charged for bringing in food (in rooms where food is permitted), room setups, equipment setup, and equipment rental. See the chart later in this document for details.

Q9. Can my event be private?

Yes, you can make your reservation a public or a private event. If you invite the public to attend, you must adhere to non-discriminatory practices and meet ADA requirements if requested by the public. Current board policy does not allow for social events such as private parties. Check with us at rooms@fpl.info if you are unsure whether your event is within policy.

Q10. Can I have a business meeting at the Library?

It depends. Business meetings among colleagues are welcome. Business meetings that involve selling goods or services to the people at the meeting are restricted and require advance written approval from the Executive Director. Meetings in which you are providing a service for a fee (such as tutoring or job counseling) are restricted and require advance written approval from the Executive Director. Contact rooms@fpl.info to begin a discussion about these activities at the Library.

Q11. Does the Library allow local authors to use a room to sign and sell books?

Yes. Contact rooms@fpl.info to arrange a room reservation for this purpose, which requires permission of the Library Director or designee. The Library will need a review copy of your book in order to grant this permission.

Q12. What if I have to cancel, or don't show up for my reservation?

If your plans change, please cancel in the online Room Reservation system or email rooms@fpl.info. If you have reserved a room and do not show up within 15 minutes of your start time, your reservation may be cancelled. For reservations requiring a fee, be advised you may be charged the full fee if cancellation occurs within two business days of your reservation.

Q13. What kind of food, beverages and catering are allowed in rooms?

Food in rooms is restricted as noted below. But there are now other options. In the renovated library, there is an Internet Café which is an area specifically for eating. The Children's Learning Center has a snack room for the same purpose.

As it was before the renovation, beverages in covered containers are allowed throughout the library except where specifically prohibited, usually due to use of technology in a particular area.

Food in meeting rooms is restricted. Rules vary by room type and by specific room.

- **Study rooms:** no food is allowed in study rooms.
- **Small meeting rooms:** food such as box lunches or dinners are allowed. Pizza is ok but not food served out of catering trays. There is a flat fee for bringing in food, to pay for cleaning and trash pickup.
- **Large meeting rooms, classrooms, and community room:** catered food is allowed. There is a flat fee for bringing in food, which also covers setup of one or more food tables in the room, and access to the kitchenette where applicable:
 - Note that no candles or flames are allowed with the exception of Sterno-type products to heat catering trays.
 - FPL does not have a liquor license. Alcohol consumption may be permitted during a private event using your caterer's liquor license, but only with prior written permission from the Executive Director.

Our staff will work with you during the room reservation process to agree upon and finalize food arrangements.

Q14. Can I use the audiovisual equipment in the room?

Yes, but it differs by room type. Small and large meeting rooms have a built in TV display with HDMI connector in the wall, except for the Ennis Room which has a projector. You must bring your own HDMI cable; we recommend a 15 foot cable.

Large meeting rooms also have built-in projection and sound systems, room darkening shades, and a podium. The Community Room has a/v equipment for setting up multiple mics for a panel discussion or other purpose.

When you are making arrangements with staff for use of the meeting rooms with projectors or the community room, you can make plans in advance for staff to set up the system and give instruction to someone in your group. The library cannot provide staff attendance during your meeting.

Q15. Can I use the marker board and tackboard in the room?

Yes, with your own supplies and by leaving them clean at the end of your meeting. Some rooms have magnetic glass marker boards supplied with a few magnets. Some have tackboard that can use pushpins. Users must provide their own dry-erase markers, dry-erase cleaning materials and pushpins. Post-it notes can be used on the glass markerboard. All materials must be removed from the room and the marker board erased at the end of your meeting.

Q16. Can I rearrange the furniture?

No, in smaller rooms. The furniture in study rooms and small meeting rooms cannot be rearranged. You soon may be able to reserve two additional chairs for the small meeting rooms (not yet in place on Opening Day, but coming).

Yes, in larger rooms. The large meeting rooms, classrooms and community room have standard setups and users pay to have the library provide an alternate setup, with several setups from which you can choose. These rooms have rolling tables and chairs. If you can rearrange these to suit your meeting, you are welcome to do so provided you put the room back in standard setup at the end of your meeting. You must not tilt the tables nor put them in the storage room, but you may stack the chairs if needed. We anticipate users may find it more convenient to request an alternate setup from the library and pay the setup fee.

Q17. What are the expectations for room cleaning?

The library expects that users will leave the room in condition for the next user. If you have used food and paid the fee in a small meeting room, the fee includes custodial

service to empty the trash after your meeting. For meetings in larger rooms that include food, your fee covers the cost of wiping down tables and emptying trash cans after the meeting. We expect you will dispose of your trash into the cans and leave the furniture clear and ready for our staff to wipe.

Q18. Are these rooms set up as Zoom rooms for videoconferencing?

In the small rooms: Yes, with equipment you provide. Small meeting rooms can easily be used for Zoom with your laptop or device and an HDMI cable you provide.

As of Opening Day in May 2022, the large meeting rooms **do not** have equipment for running a “hybrid” Zoom meeting (where some participants are in person and others are attending via videoconference). If you have equipment (camera and microphones) for running a hybrid meeting, you are welcome to bring it and set it up for your meeting. This is something the Library will be considering over the next few months.

Q19. Are my belongings safe if I leave them in a meeting room?

No. As with any other location in the Library, this is a public building and you should keep your belongings with you at all times. The Library is not responsible for loss of belongings.

Room Types and Special Rooms

These room types have varying capacities, setups and amenities. They are also subject to different guidelines for length of use and frequency of use. Details are provided below. Most of the rules are automatically enforced by the online reservation system.

Study Room

Study A Artis Room	Study B Study E	Study C Study F
Room capacity	4	
Instant reservation available?	Yes	
Advance reservations accepted	1 week ahead	
Length of use	2 hours	
Frequency of use	Twice a week	
Note that the time limit in study rooms is two hours per reservation and cannot be extended by paying a fee.		

Small Meeting Room

Prunty Spencer Room Ennis Room	Hackley Wright Room Coles Sky Salon	Conference C Café Room
Room capacity	Varies: 6 to 12	
Instant reservation available?	Yes, for up to 3 hours	
Advance reservations accepted	1 month ahead	
Length of free use*	3 hours including setup/breakdown	
Food fee (cleaning)	\$10 flat fee	
Frequency of use	Twice a month	

*If you need to use a small meeting room for more than 3 hours, contact rooms@fpl.info for further information.

Large Meeting Room

Friends Room	Harris Room
Room capacity	16-40 (Friends); 32-84 (Harris)
Instant reservation available?	No. Staff approval is required.
Advance reservations required	At least 7 days ahead of use
Advance reservation accepted	Up to 3 months ahead of use
Length of free use	3 hours including setup/breakdown

Meeting Room Guidelines

Length of use with rental fee	up to 8 hours
Rental per hour over 3 hours	\$30/hr
Food fee (cleaning & kitchenette)	\$30 flat fee
Room setup fee (if needed)	\$30 flat fee
Frequency of use	Once a month

There are also fees for setup of panel discussion equipment.

Community Room

Charles Stewart Mott Foundation Community Room

Room capacity	60 to 150
Instant reservation available?	No. Staff approval is required.
Advance reservations required	21 days ahead of use
Advance reservation accepted	Up to 6 months ahead of use
Length of free use	3 hours including setup/breakdown
Length of use with rental fee	up to 8 hours
Rental per hour over 3 hours	\$50/hr
Food fee (cleaning & kitchenette)	\$50 flat fee
Room setup fee (if needed)	\$50 flat fee
Frequency of use	Once a month

There are also fees for stage setup or breakdown, setup of panel discussion equipment, and rental of Terrace.

Classroom

Flint Central A

Flint Central B

Flint Central AB (combined room)

Room capacity	24 each side, A and B
Instant reservation available?	No. Staff approval is required.
Advance reservations required	At least 7 days ahead of use
Advance reservation accepted	Up to 3 months ahead of use
Length of free use	3 hours including setup/breakdown
Length of use with rental fee	up to 8 hours
Rental per hour over 3 hours	\$30/hr
Food fee (cleaning)	\$30 flat fee
Room setup fee (if needed)	\$30 flat fee
Frequency of use	Once a month

Digital Studio

Graff Family Digital Studio – Opens to the public in July 2022

Room capacity	5
Instant reservation available?	No. Staff approval is required
Advance reservations accepted	1 month ahead
Length of free use*	3 hours including setup/breakdown
Length of use with rental fee	up to 8 hours
Rental per hour over 3 hours	\$10/hr
Frequency of use	Twice a month

Special Purpose Rooms and Spaces

Rotary Room

The Rotary Club of Flint Room is a 4-person meeting room set up with Lounge Seating in the Children’s Learning Center. It is intended for use related to children’s services, programming and literacy. Prior staff approval is required to reserve this room. Contact rooms@fpl.info to speak with staff about a reservation.

Conroy Room

The Senator Joe and Mary Conroy Room is the Children’s Program Room in the Children’s Learning Center. It is not available for public reservations.

Kitchenettes

Kitchenettes adjoin the Friends Room, the Harris Room and the C.S. Mott Foundation Community Room. They may be used as part of a meeting reservation with payment of a food fee in one of those rooms.

Terrace

The terrace adjoins the C.S. Mott Foundation Community Room. It may be rented as part of a meeting reservation in that room. It is open for public use unless the Library has reserved it for a program or unless it is rented with the Community Room.

Storytime Garden

The Bryer-Hurand Storytime Garden is a programming and seating area on the Kearsley Street lawn. It is open for public use for everyone to enjoy outdoor eating and seating unless the Library has reserved it for a program.