

Houghton Lake Public Library  
4431 W. Houghton Lake Drive  
Houghton Lake, MI 48629  
Phone: 989.366.9230

# Community Room Policy and Use Request

## AVAILABILITY

The library board recognizes that the library facility belongs to the community and therefore permits the use of the Community Room for meetings by individuals, library-affiliated organizations, community organizations, established non-commercial groups and organizations. Use of room requires compliance with the established General Regulations and Behavior Code.

In accordance with the Michigan Public Accommodation Act, groups whose membership is open to all, without restriction based upon sex, race, or religion may use the Community Room. **Granting permission for the use of the Community Room does not imply Houghton Lake Public Library approval of the group or of the ideas presented at the meeting.**

## SCHEDULING

**The program and meeting needs of the Library will take precedence over the Community Room requests made by other community groups.** The Library reserves the right to withdraw its consent and terminate any reservation.

Groups requesting meeting facilities for a series of meetings must submit a list of specific dates in writing. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the Community Room. The Community Room contract must be returned and approved to complete the reservation process.

The Community Room is available during regular operating hours of the Library:  
Monday - Thursday 10:00 a.m. – 7:00 p.m.  
Friday & Saturday 10:00 a.m. – 5:00 p.m.

Organizations using the Community Room may not charge an admission fee to attendees. An admission charge may be charged for programs sponsored by the Library and its affiliated organizations; and sales directly or indirectly providing a benefit to the Library or its affiliated organizations will be permitted in areas of the library other than the Community Room.

An individual (responsible party) who reserves the Community Room and signs the Community Room contract must be 18 years of age or older, and that responsible party (and any organization on whose behalf that individual schedules the reservation) shall be responsible for supervision and security during the use of the Community Room. **The responsible party will also be responsible for any fees and damages related to the use of the room.** All minors using the Community Room must be under adequate adult supervision with an adult in attendance at all times.

## **ROOM ARRANGEMENTS**

Library staff will set up room as requested with tables, chairs, or other items used. Groups using the kitchenette adjacent to the Community Room are responsible for bringing their own supplies (coffee, paper products, etc.). Light refreshments may be served from the kitchenette adjacent to the Community Room. ***Each group must leave the kitchenette and Community Room as clean and orderly as found.*** Please check with Library staff before moving Library furnishings outside of Community Room area.

The Library reserves the right to waive the requirements of this policy if such a waiver is determined to be in the interest of the Library. The Director of the Library shall be authorized to act on behalf of the Library in the enforcement or waiver of provisions of this policy, and shall report to the Library Board relative to any such enforcement or waiver at the next regularly scheduled meeting of the Library Board. This policy may be reviewed at any time after adoption or revision and the Library Board of Trustee reserves the right to amend this policy as deemed necessary and in the best interest of the Houghton Lake Public Library.