

Study and Conference Room Use Policy

Policy Statement

The Harrison Township Public Library provides study rooms and group meeting space for informal groups to meet without disrupting quieter areas of the library.

Eligibility

1. The library, library related or co-sponsored events, Harrison Township municipality, and Friends of the Harrison Township Public Library programs and meetings have priority in the use of the rooms. Otherwise, rooms are available on a first come, first served basis for all other eligible users.
2. Meeting space is available to not for profit and non-commercial groups.
3. Selling products or services and/or soliciting customers is not permitted.
4. Rooms are available to library cardholders in good standing.

Scheduling

1. Residents and property owners may reserve rooms up to 14 days in advance for up to 2 hours. Non-residents can reserve rooms up to 3 days in advance. A cardholder may have one active registration per day and no more than 6 hours per week. A 1-hour extension may be granted if the room is not in use following the reserved time block.
2. Registered library card holders can view available time slots and make room reservations on the library website.
3. Reservation requests in advance of 14 days require a reservation request application subject to library approval. Reservations are not guaranteed until approved by the library.
4. Rooms must be scheduled for use during regular library hours and should include sufficient time to setup and vacate. Rooms must be vacated at least 15 minutes before the close of regular library hours.
5. Any reservation may be rejected, or any previously granted permission may be withdrawn, at the discretion of the Library Director or staff member authorized by the Library Director. A customer whose reservation has been rejected or withdrawn may have the decision reviewed by the Library Board.
6. A meeting may be cancelled in accordance with library policies for temporary closures or emergency procedures.

Regulations and Responsibilities

1. The library cannot guarantee that rooms are soundproof.
2. Lighting levels shall be kept at a level conducive to appropriate use of the room.
3. The responsible party must make meeting attendees aware and comply with the library's policies, including *CUS-02 Code of Conduct Policy*.
4. Security cameras in the room must remain unobstructed at all times.

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5. The cardholder making the reservation shall accept all responsibility for leaving the room in the same condition it was prior to the meeting. Taping, stapling, or tacking of materials to the walls or other furnishings is prohibited. Light snacks and non-alcoholic beverages in closed containers are permitted. Users are responsible for cleanup. If special cleaning is needed, the cardholder making the reservation may be charged a minimum of \$50.
6. The use of candles or other incendiary objects is prohibited.
7. Meetings that may disturb regular library functions or the ability of others to use the library are not permitted.
8. Users must comply with maximum occupancy limits as listed for each room.
9. Permission to meet at the library does not constitute the library's endorsement of a group's policies or beliefs.
10. Any publicity regarding meetings must contain the following statement: **"This program is neither sponsored nor endorsed by the Harrison Township Public Library."** Any publicity designed for an audience beyond the members of the group must be approved in advance by the Library Director or staff member authorized by the Library Director. The library's name, address, telephone, or email address shall not be used for any purpose other than to indicate the location of the meeting.
11. Literature may be distributed in the room during the meeting, but commercial advertising, such as coupons or testimonials, is not permitted. The placement of signs, banners, and materials outside of the assigned room is not permitted.
12. Groups may charge fees for learning materials or course credits; admission charges are prohibited.
13. Directions for technology use will be provided. Library staff will provide basic technology assistance, within reason, for library-provided equipment.
14. Use of equipment not supplied by the library must be approved in advance by the Library Director or staff member authorized by the Library Director.
15. The library shall not be held liable for any injury sustained or damage done that is related to the use/misuse of equipment or the rooms.
16. Users of the rooms shall comply with all applicable laws and local ordinances including, but not limited to, the Michigan Open Meetings Act. Groups shall have the right to determine admission to a meeting subject to all federal, state, and local laws.
17. The library reserves the right for staff members to enter a room at any time.

Approved: February 17, 2025; revised September 15, 2025
Harrison Township Public Library Board of Trustees