



300 S. River Avenue  
Holland, MI 49423  
Phone: 616-355-3100  
www.herrickdl.org

## **MEETING ROOM GUIDELINES**

The Herrick District Library provides meeting rooms to support the exploration of ideas and enriching experiences that are the Library's mission. The primary intent of the meeting rooms is to provide space to implement the regular Library program. However, two rooms are frequently available for use by not-for-profit groups:

- The Hazel Hayes Auditorium, which seats approximately 175 people (200 total capacity)
- The Small Meeting Room, which seats up to 18 at tables

The guidelines below have been developed by the Library's Administration to implement the Herrick District Library Board's "Meeting Room Policy." The guidelines may be amended periodically. Those who use the Library's meeting rooms must also adhere to other Library policies, including the Patron Rights Statement and the Internet Use Policy. Public movie licensing regulations must be followed to avoid copyright violation.

***Failure to abide by the guidelines may result in reservations being denied in the future.***

### A. Qualifications for Usage

1. Only residents of the Herrick District Library service area who are 18 years of age and older and in good standing with the Library (e.g. less than \$10 of fines) may reserve a meeting room. Reservations are made by accepting the online booking agreement on the library's room reservation system, accessed through [www.herrickdl.org](http://www.herrickdl.org).

Bookings need to be made two weeks in advance when the use of technical equipment (microphones, projector, sound system, library computer usage, etc...) and support is requested in the Auditorium or when a group requests one hour before or after the library's regular public hours.

All meetings not requiring equipment and support must be booked five days in advance of meeting date.

Any and all changes to reservations must be made two weeks in advance for meetings requiring technical equipment and support and five days for meetings not requiring

equipment/support.

2. Meeting rooms used during the Library's regular public hours are free of charge. Meeting rooms may be scheduled for one hour outside of the library's regular public hours for a \$30 fee, contingent upon the availability of Library staff. A \$25 fee is required for use of any technical equipment and will include staff support for up to one hour during the setup and start of the meeting. Additional support will require a \$25 per hour fee. These fees must be submitted to the Business Office five business days in advance of each reserved date or requests will be denied.

The Library's regular public hours are:

Monday through Thursday: 9:00am until 9:00pm

Friday and Saturday: 9:00am until 5:00pm

In addition, during the school year the Library is open from 2:00pm until 5:00pm on Sundays. The library is not open on Sundays between Memorial Day and Labor Day, during the month of December, Easter or Mother's Day.

3. All meetings shall be open to the general public. No one may be denied entry to a meeting held in the Library's Auditorium and Small Meeting Room.
4. The Auditorium and Small Meeting Room are not available for personal/family celebrations, such as (but not limited to): birthday parties, anniversary celebrations, family reunions, wedding/baby showers, graduation celebrations, retirement celebrations, etc...
5. Users of the rooms shall not charge admission fees, nor otherwise use the meetings for fund raising. A fee for supplies may be charged in conjunction with a workshop; accredited educational institutions may charge for classes when credits are issued.
6. Meeting rooms cannot be reserved by any one organization in a manner that would monopolize their usage.
7. The booking calendar is a 3-month rolling calendar beginning in 2009. Reservations can only be made up to three months at any given time. For instance, on July 23, 2009, a group will be able to reserve dates through October 23, 2009.
8. No group may transfer its reservation to any other group.
9. The Library reserves the right to cancel or relocate any scheduled meeting if circumstances warrant.

## B. Cancellation

The Library must be notified within 24 hours if cancellation of a meeting becomes necessary. Please contact our Reference Desk at 616.355.3720 to cancel your reservation. If you do not call to cancel 24 hours in advance of the scheduled meeting time, the patron who made the reservation will receive a warning letter. The second time a group does not show up for a scheduled meeting without calling to cancel 24 hours in advance, the patron who made the reservation will be blocked from making any library room reservations for six months.

### C. Conditions of Usage

1. The Library is a smoke-free and alcohol-free building.
2. Use of hazardous materials is prohibited.
3. Groups may use the auditorium for exhibition purposes in the broad areas of art, history, hobby and handicrafts. Advance consultation with the library staff is necessary if materials are to be hung on the walls. The Library will post at the entrance all groups and meeting room locations on a daily basis.
4. The Library has the right to deny booking of activities that would disrupt the Library.
5. Organizations using the Library's meeting rooms are liable for any damage to or soiling of the building, furniture and fixtures.
6. Meetings must conclude 20 minutes prior to Library closing to permit attendees and presenters to exit the Library with the general public.

### D. User Responsibilities

1. There are several standard setup arrangements for the Auditorium. These should be reviewed and selected at the time the reservation is made.
2. Users may bring in their own refreshments and supplies. The kitchen may be requested in conjunction with the Auditorium only. Some groups may find it more convenient to either work with the Library café to cater food and/or beverages for their meeting, or to buy and consume refreshments in the Café. The Café's telephone number is 616-355-6250. Food and uncovered beverages are only allowed on the lower level of the library, but may be transported through the building to the meeting rooms via elevator or staircase.

All rooms must be left clean and in the condition you found them.

3. The Library is not responsible for the security of items used or displayed by users. Items may not be stored at the Library.
4. No organization shall use the Library as its official address except the Holland Genealogical Society and the Friends of the Library.
5. Users booking the Library's meeting rooms assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.

If an organization is denied use of the Library's meeting rooms or is billed unexpectedly, appeal of that decision may be made first to the Library Director, and subsequently to the Library Board.