



Use of Meeting Rooms in Livonia Public Library

The Livonia Public Library facility currently has TWO small study rooms (up to 4 people each) and ONE large meeting room. The use of the large meeting room is primarily for programs conducted or sponsored by the Library and Friends Group, and secondarily, for programs conducted or sponsored by Community groups and non-for-profit organizations whose aims are educational, cultural, and/or for civic betterment. Room holds 73 per code (60 for row seating and 30 with tables). Organizations or patrons wishing to use one of the rooms must submit a request on the library's website (www.livonialibrary.org). Approval for use must be given before any advertising for event may occur. All meetings are free and open to the public. **General Rules of Use**

1. Programs, which are planned and sponsored by the library, receive first consideration in scheduling of the meeting rooms.
2. Meeting rooms are not available for the benefit of private individuals or commercial concerns. Sale of merchandise (as in author events) is left to the discretion of the Library Director.
3. No admission fee may be charged at any time. Dues or registrations may not be collected at meetings held in the library.
4. Meeting rooms are available for use only during the Library's normal hours of operation. Any requests for usage outside of normal hours of operation require Library Director approval.
5. Programs should be planned so that meeting space will be vacated 10 minutes prior to closing time.
6. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the meeting room.
7. The Library is not responsible for any loss or damage of equipment, supplies, materials or other items used by the community group, or for personal belongings of those attending the meeting.
8. Each group is expected to be responsible for cleaning up after each use and returning furniture to the correct position. Vacuum and table cleaners are available.
9. Meetings must be conducted in such a way as not to disturb library operations or other patrons.
10. Number of persons attending the meeting may not exceed the limit set by Fire Code Regulations.
11. The applicant accepts any liability for either damage to library facilities or loss of library property and liability of any claims for injuries or damage to persons and arising from the use of the premises by the organization.

12. Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space. Approved by Livonia Public Library Board of Trustees: Oct. 8, 2002 Approved March 9, 2009

Amended: September 11, 2012

Amended: November 13, 2018

Amended: November 9, 2021