

RENTAL POLICY

Introduction and Purpose of Policy

The Brown City District Library has a Room that is available for public use. When the room is not scheduled for Library-sponsored events it may be used by the public.

Library Hours

Monday – Friday 10:00 – 6:00

Saturday 10:00 - 1:00

Application and Scheduling of Meeting room

General Use: Any person, group or organization may use the Library Room, pursuant to the requirements of this Policy. The Library's Community Room is available for rentals after normal business hours. Two small conference rooms can be used during business hours with prior approval by the Library Director.

Capacity: The capacity of the Room is 50 people.

Scheduling: Applications shall be accepted on a first-come-first serve basis, with 1.) Library business and 2.) Library-sponsored or Library-co-sponsored having first priority.

The Library reserves the right to cancel/reschedule meetings in the event the Library needs to schedule a special Library Board meeting, other Library-sponsored or Library co-sponsored event.

Application Process: Any person 18 Years or older may fill out an application for the use of the Library Room. A copy of the user's driver's license is required as part of the application.

The Library will contact the User with confirmation that their application has been reviewed and a Reservation has been made.

FEES:

Non-profit or Service Groups using the library weekly:

Minimum Donation \$25 a month, or 1-hour Service Work per month.

Private Individual Events & Governmental/School Use:

\$50 (up to a four-hour block)

Businesses/For-Profit Entities:

\$75 (up to a four-hour block)

Please make reservations at the Library or call 810-346-2511 for inquiries.

Reservations are not confirmed until Library staff places the event on the calendar following the receipt of any applicable fee and the signing of the rental agreement by the responsible party. Non-profit or service groups must still sign the agreement in order for a reservation to be confirmed. The fee will be returned if cancellation is made at least two weeks prior to the event.

If damages occur during usage, the group or individual making the reservation will be responsible for repair or replacement expenses. Failure to cover said expenses will result in revocation of future use privileges and/or enforcement/collection methods.

SPECIAL INSTRUCTIONS

- Keys will need to be picked up during regular business hours. Before departing, the outside doors shall be locked and the key placed on the Librarian's desk.
- Vacuuming is not required; however, large items must be picked up off the floor and spills cleaned up.
- During the winter months, renters will be responsible for shoveling and salting the sidewalk during your event.

RULES

- Smoking or alcoholic beverages are not permitted anywhere on the library property.
- Birdseed, rice, or other similar items shall not be used either inside or outside the building.
- Bags of garbage must be removed from the building at the end of the event.
- Only use the dumpster in back of Liebler Insurance.
- Rooms are to be left as they are found.
- Animals are not permitted inside the building.
- Parking or driving on sidewalks is not allowed, including during unloading and loading. There is additional parking behind the library next to the railroad tracks.
- All decorations used must be within the guidelines of the State Fire Marshall.
- **No decorations shall be attached to the wall or ceilings unless approved by the Library**, including the use of Command Strips or similar products. Table, chair and other decorations shall be removed at the end of each event.

SEATING CAPACITY SHALL NOT EXCEED 50 PERSONS

General Guidelines

Smoking and Fire: No smoking, candles, matches, or any other use of fire shall be permitted in the Library.

Use by Persons Under the Age of 18:

Users of the Library must be under adequate supervision by adults 18 years or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be onsite during the reserved meeting time.

Tobacco, Marijuana, Alcohol, and Controlled Substances Prohibited:

The Library prohibits the use of tobacco, marijuana, alcohol, and the illicit use of controlled substances in the Library.

Food and Beverages: The Library is equipped with a refrigerator. It is the responsibility of the User to observe all health codes when serving food. Users may not use Sterno or flames to heat food. The Library does not provide serving dishes or utensils. Garbage bags and basic cleaning supplies are provided.

Disruption Prohibited: Users making excessive noise that disrupts normal Library functions, other patron's use of the Library or our neighbors in the Brown City Community after hours, may be asked to leave.

Equipment Requests: Requests for use of audio or visual equipment, tables, chairs, and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.

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Clean Up: It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which it was found. The User must remove all trash from the Library. Additionally, all leftover food, containers, beverages, and all other personal or group-owned items must be removed. Failure to clean up may result in forfeiting the privilege of using the room in the future and a minimum \$50 cleaning fee will be assessed. Users must include time to clean up and set up within the scheduled time.

Damage to the Library: If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.

Library Policies: Users shall observe all rules of conduct and policies applicable to Library patrons.

Private Literature: Users shall not distribute personal or group literature, brochures, or other material to Library patrons outside of the Library. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.

Room Access: Unless prior arrangements have been made and approved by Library Director, Users may not enter the Library before or during opening hours and should allow adequate time to set up.

Copyright.: Any group, organization, or individual showing a video/DVD in the Library must adhere to copyright law. The User is responsible for obtaining public performance rights for all publicly screened media.

Soliciting/Sales: For-profit groups or organizations soliciting or selling products or services are not eligible to use the Library Meeting Room.

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Public Health Orders: When the Library is subject to public health orders from the State/local Health Department or applicable authorities, it is the responsibility of the User to ensure that attendees observe these orders.

Parking: The User is responsible for communicating to attendees that event parking during Library hours needs to be on nearby streets or behind the Library next to the railroad tracks, not in the Library's limited parking area.

Library Disclaimer

No Endorsement: Use of the Library does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any Staff or Board members. Any publicity for any event held in the Library must state that "The Brown City District Library does not sponsor or endorse this event."

Right to Cancel: If necessary, the Library reserves the right to cancel the use of the Library, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Library. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.

Hold Harmless: The Brown City District Library is released and held harmless from any and all claims for personal injury or property damage.

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PATRON CONDUCT POLICY

I. Purpose

The purposes of the Library's rules for conduct are:

- To protect the rights of the individuals who are in the Library to use library materials and/or services.
- To protect the rights of staff members to conduct library business without interference.
- To preserve library materials and facilities

II. Scope

This Patron Conduct Policy shall apply to all persons entering in or on Library premises, interior or exterior.

III. Prohibited Conduct

According to the Michigan statute (MCL 397.206), the Library Board may exclude from the use of the Library any and all persons who shall willfully violate such reasonable rules and regulations as the Board may adopt. Such exclusion from this Library shall occur on the orders of the Director or their designees. In serious cases parents or police may be contacted. In this document, "withholding of library privileges" is defined as meaning that an individual may not enter or use the Library.

A. Illegal Conduct

The violation of any federal or state statute or local ordinance on library premises will also be regarded as a violation of library rules. The laws and ordinances that follow are cited by way of illustration and not limitation. These are regarded as major infractions necessitating immediate removal from the building and possible police action:

- Assault
- Intoxication
- Fighting

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- Patron in building after hours without permission
- Larceny
- Intentional destruction, damage, defacement, or removal of property
- Disturbance of the peace by loud, aggressive behavior
- Indecent/obscene conduct or exposure
- Illicit use, sale, possession, or distribution of illegal or controlled substances
- Harassment of patrons or staff

B. Additional Prohibited Behavior

- Alcohol may not be consumed on the premises. (out for the day)
- Smoking and vaping are prohibited in the Library and on the grounds. (One warning, then out for the day)
- Foul or abusive language is not permitted. (one warning, then out for the day)
- Audio equipment is allowed only with earphones. (two warnings, then out for the day)
- Boisterous behavior, running, or roughhousing is not permitted. (two warnings, then out for the day)
- Animals are not permitted in the Library, with the exception of a service dog, or in special circumstances with the specific permission of the Director or their designee.
- Bicycles, skateboards, roller blades, roller skates, and similar devices may not be used in the building.
- Selling merchandise on library property is prohibited without prior permission from the Director.
- Distributing or posting printed materials on Library property is prohibited without permission from the Director. Items intended

for the public bulletin board must be brought to the circulation desk.

IV. Sanctions

Persons who violate the library's conduct code may be asked to leave the premises for the day. A second offense may bar them from the Library for a month; a third offense for a year. Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately removed from the Brown City District Library if their presence or conduct on the premises poses an immediate and imminent danger to any person or property on the premises.

V. Right to Appeal

Users may appeal the decision in writing to the Library Director within 10 business days of the date of the incident stating why library privileges should be restored. The Library Director or a designee will respond to the appeal in 10 business days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

LOST OR DAMAGED MATERIALS POLICY

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Library items must be returned in good condition. At the discretion of the Library Director, replacement fees will be assessed to a borrowers account for items returned with damages. Damage includes but is not limited to:

- Water damage
- Burned or ripped covers, cases, or pages
- Ripped or removed labels or barcodes
- Dirt, sand, or other substances adhered to materials
- Highlighting or underlining of text

Replacing a Lost or Damaged Item

- Patrons must pay for the item by paying the cost listed in the library's database.
- Patrons must purchase a replacement for the item that was lost or damaged.
- Replacement copy must be new. Used copies will not be accepted
- Replacement copy must be an exact match for the item that was damaged or lost. (i.e. same binding, edition, format etc. – please ask for item's ISBN number)
- If the item is out of print, the Director will choose an appropriate replacement edition that may be purchased in lieu of the original edition.
- Patrons may keep the damaged item once the replacement item has been paid for or purchased. Please inform the library staff if you wish to do so, and you will be contacted once the item has been withdrawn from the library's database.

CHECK OUT POLICY

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New Patrons

New patrons who are 18 and older must present photo ID to obtain a library card. Minors must have a parent or guardian's signature, and the parent or guardian must show photo ID at the time of a request for a library card. MelCat items are only available to teens and adults. Parents or guardians will be held responsible for lost/damaged items.

Fines

Patrons who return items damaged, or have lost items will be expected to pay for replacement item. (*See Lost or Damaged Materials Policy) You will NOT be charged for overdue items.

MelCat Policy

MelCat will not allow the checking out of items if a patron has an outstanding account of overdue materials.

Lost Cards

A \$1.00 replacement fee will be charged for lost library cards.

Borrowing Times

- Books-two weeks
- Magazines-one week
- CDs-two weeks
- DVDs-one week

Renewals

Materials may be renewed twice (unless the item has been reserved by another patron). You may call to renew.

Reminders/Overdues

You will receive reminders via text or email when your books are ready for pick up at the Circulation Desk. You will also be sent overdue notices by text or email.

LIBRARY PRIVACY POLICY

The Brown City District Library recognizes its patron library records and other record with personally identifying information to be confidential in nature in accordance with Michigan's Library Privacy Act (MCL 397.601 and amendments).

Brown City District Library will not share, sell, rent, or otherwise distribute or disclose a patron's name, email address, postal address, phone number, borrower records, or any other personally identifying information to any outside parties unless required to do so by properly executed court order, or a pursuant to the patron's expressed written consent.

Information stored in the patron library record shall be used solely by authorized library personnel in the administration of their regular duties.

SAFE AND UNATTENDED CHILD POLICY

The Brown City District Library strives to create and maintain a welcoming environment that encourages patrons of all ages to explore Library resources and share learning opportunities. It is for the safety of each child that the Library has adopted this policy. Busy, public buildings are not secure places for children to be left alone. Even if the guardian is not present, the guardian is responsible for their children's behavior in the Library, for damage to materials, equipment, and furnishings, and for injury to themselves and others. The guardians are also responsible for insuring that the child has a safe means of transportation home at closing or if the child is asked to leave the Library for a violation of the Library rules. Library staff cannot and will not assume responsibility for children's safety and comfort when they are unattended.

1. Rules and Regulations for all Children

- a. Unacceptable behaviors and the consequences of them are described in the Library's Patron Conduct Policy. This policy applies to all patrons, regardless of age.
- b. Climbing on tables, shelves, chairs, and other furniture is not allowed.
- c. Children must walk and not run while in the Library building.
- d. Children should be encouraged to put away puzzles, toys, and games in their proper places. Books should not be re-shelved but left on the circulation desk.
- e. A child of any age, who, due to a disability or other special circumstance, requires supervision, assistance, or personal care shall be attended by a responsible parent, guardian, or caregiver at all times.

f. A child of any age should not be left unattended in the Library or on the premises for an unreasonable amount of time. The “reasonable duration” will be determined by Library staff based on the maturity of the child and the child’s ability to demonstrate appropriate public behavior.

g. Staff will not be responsible if unattended children of any age leave the Library premises alone or with other persons. Furthermore, staff will not be responsible for children who may be asked to leave the Library if the child is in violation of any Library policy.

2. Children Under the Age of 12

a. Must be accompanied by a responsible adult/teen in the Library

b. If accompanied by a teen, the contact information for the guardian must be on file with the Library

3. Children Ages 12 and Over

a. May be left on their own to attend Library programs or to do homework, providing they are not disruptive.

b. Even if guardian is not present, the guardian is responsible, and liable for their children’s behavior in the Library, for damage to materials, equipment, and furnishings, and for injury to themselves to themselves and others.

c. Guardian must be at the Library by the conclusion of a Library program.

d. Guardian’s contact information must be on file at the Library

4. Unattended Children at Closing

a. Unattended children must be picked up at least 15 minutes before closing time. The Guardian will be responsible for knowing the Library hours.

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b. In the case of a child who is unattended at closing (including emergency), the Library staff will try to notify the child's guardian. If the child's guardian cannot be located within 15 minutes, the police will be called.

c. Children will not be left alone in the Library or on the Library grounds. A Library staff member will wait with the child until the Guardian, police, or social worker arrives.

d. Library staff members will not take the child home or anywhere off the grounds

Policies are subject to revision and will be posted if changed.

INTERNET POLICY

Purpose of Internet Access:

Brown City District Library is providing public access to the internet as an informational and educational resource to the Brown City community. The internet may contain material which is not accurate or current or which some may regard as controversial. The library has no control over materials found on the net and cannot protect its users from offensive material. Because the library is a public place, we ask you to respect other library patrons around you and consider this before accessing potentially offensive material.

Note to Parents:

Parents are encouraged to discuss the internet with their children and set additional guidelines. Parents or guardians are responsible for the materials selected by their children and must read and sign the internet policy.

Role of Library Staff:

Library staff cannot provide in-depth training for the internet, but may be available to offer suggestions and answer questions. The library staff cannot consistently and effectively monitor public use on the internet. Yet the library reserves the right to ask an individual to discontinue information and images which cause disruption or does not meet the information and educational purpose of the internet stations. Individuals may be asked to leave if certain sites are being utilized.

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Users Responsibilities:

1. Sign the Internet Access Policy.
2. Sign in at the Circulation Desk before using the internet each time.
3. Limit time to 30 minutes if other patrons are waiting.
4. Printing will cost 10 cents per page for black & white, and 25 cents per page for color copies.
5. Use the internet for educational and informational purposes only. The use of newsgroups and other interactive services is prohibited.
6. Avoid accessing fee based services as the library will not be responsible for paying these costs.
7. Refrain from illegal use of the internet, including copyright violations.
8. Refrain from sending, receiving, displaying, or printing text, graphics, or images that may be reasonably construed as pornographic.

Computer Use form must be signed and on file in order to use the library's computers and wireless access. Minors must show their library card at the circulation desk before using.

Users of the public computer workstations are required to follow the provisions of this policy as established by the Brown City District Library Board. Failure to follow these guidelines may result in loss of the right to use the computers or wireless access.

SUPERVISING CHILDREN'S USE

Parents or guardians, NOT the library staff, are responsible for the Internet information selected and/or accessed by their children.

Parental supervision of children searching the internet is advised.

Children under the age of 12 MUST be accompanied by guardian at all times while using the computer workstations.

INDEPENDENT USE

Patrons using the computer must have basic computer skills to operate independently. Library staff is limited in number and in the assistance they are able to provide.

CHOOSING AND EVALUATING SOURCES

The internet offers unlimited global access to information. However, not all sources on the internet provide information that is accurate, complete, current, or legal. It is your responsibility, not the library's, to monitor the content of the material you seek. The library's only role is to provide computers and access to the World Wide Web. The library assumes no responsibility for problems resulting from patron use of the internet.

NOT PERMITTED

No downloading of any kind

No CD-Rom games

No inappropriate websites

No food or Drinks by the Computers

PRINTING

User must pay for all copies made at posted prices

Please use print preview to see how many pages you have before clicking print

TIME LIMIT

Patrons may use the computer for up to 30 minutes. If no one is waiting at the end of that time, you may continue using the workstation until the space is needed.

*Computers will be shut down 15 minutes before closing.

COMPUTER USE FORM

Print Child's Name: _____

Parent's Signature: _____

Child's Birth Date: _____

Address: _____

Date: _____

Phone Number: _____