

MEETING ROOM POLICY

I. Purpose.

The meeting room(s) of the Ecorse Public Library (“Library”) are intended to support community connection, learning, and creativity. The Library welcomes groups and individuals who share the Library’s commitment to respectful, inclusive use of shared space. This Meeting Room Policy (“Policy”) is intended to provide clarity to interested groups and individuals, as well as guidance for Library staff regarding the appropriate use and management of the meeting room

II. Background.

At the time of developing this Policy, the Library has one meeting room, which has a capacity of 10 (ten) people. The Library will not discriminate in making its premises available for use on the basis of race, national origin, religion, sex, sexual orientation, gender, age, political affiliation, physical or mental disability, or any other protected class. As a limited public forum, there is no inherent right for any person or group to use the meeting room. The Library Board has the authority to determine how the space is used in conjunction with considerations such as any stipulations imposed by any lease or agreement or donation condition as well as the Library’s mission and purpose, and applicable local and state laws that cover facilities and public buildings. Use of a meeting room does not constitute sponsorship or endorsement by the Library. Priority for use of the meeting rooms is given to Library-sponsored programs or meetings.

III. Availability

- The meeting room is only available during regular Library hours, except in those instances in which the Library Board or the Director need to make use of the room outside of Library hours of operation (i.e., Library Board meetings)..
- Reservations are recommended and may be made up to 3 months in advance of the date(s) in which the room is being requested.
- Rooms must be vacated 15 minutes before closing time.

IV. Who Can Reserve

- The meeting room is open for reservation by any interested person(s) who abide by the Meeting Room policy and other policies of the Library. Ecorse residents, community groups, nonprofits, and educational organizations have priority.
- Private individuals may reserve rooms for non-commercial purposes, which is covered in more detail in *Section VI. What’s Not Allowed.*

V. **Use Guidelines**

- Meetings must comply with the provisions of the Open Meetings Act, if applicable.
- The room must be left clean and furniture returned to its original layout.
- Meeting Room programs must not interfere with library operations.
- All library policies must be followed in the use of the meeting room.
- At times, for the safety and security of the Library space and other patrons, or due to shifting needs in the Library, those who have reserved the meeting room may be asked to relocate or vacate the room, or to engage with the space in a different way. In instances of safety, those who have reserved the room must comply with the requests of Library staff.
- Any signage, banners, or other decorations must not be permanently affixed to any Library property or attached in such a way that removal might incur damage to Library property. All signage, banners, or decorations must be temporary and confined to the meeting room. Individuals or groups who have reserved the meeting room are not allowed to put signage elsewhere in the Library or on Library property that advertises or directs patrons to the meeting room or other sources, unless with express permission of the Library Director or their designee.

VI. **What's Not Allowed**

- The Library Meeting Room cannot be a point of sale nor can any financial transactions be conducted or otherwise take place by any non-Library sponsored groups during its use of the Meeting Room. Soliciting of funds or sales is not permitted.
- Fund-raising events are not allowed unless they are library-sponsored events.
- Groups using the meeting room cannot charge admission or registration fees onsite.
- Petitioning or active campaigning is not allowed in the meeting room.
- Use of the Library's name to imply sponsorship without permission.
- Food or drink (Water is permitted), unless otherwise cleared by Library staff and with express permission of the Director or their designee.

VII. **After Your Meeting**

- Please tidy up and check out at the front desk.
- Report any damage.

Approved by the Board of Trustees October 31, 2025

Revised by the Board of Trustees June 8, 2026