

Manistique School & Public Library Facilities and Community Use Policy

Policy Statement

The Manistique School & Public Library (MSPL) provides meeting rooms to support our community. Community members, groups, organizations, and businesses are able to use library meeting rooms for use during regular operating hours.

MSPL rooms are open to all members of the community under the following manner, place, and time restrictions. Failure to comply with this policy may result in additional fees being assessed or loss of room use privilege.

Guidelines for Use

1. Manistique School & Public Library programs take precedence over all other events. All other requests for use are accepted on a first-come, first-served basis.
2. Meeting Rooms are available free of charge during regular library business hours for nonprofit organizations and community groups.
3. Businesses and for-profit organizations using meeting room space are encouraged to make a donation to the library.
4. Meeting rooms may be available outside of regular library hours. A fee will be charged for after-hours use to cover the cost of staff required to open and supervise the building.
5. Groups using the rooms must leave the building by closing time.
6. Patrons using library meeting rooms are expected to observe all Library policies and behavior guidelines. See MSPL Code of Conduct Policy for more information.
7. Exits from the meetings room and building must remain clear and unlocked. Room arrangements must ensure that open aisles and clear access to the exits are always maintained. Windows may not be covered without permission.
8. The library reserves the right for staff members to enter a room at any time.

Drop-in Use

Drop-in use is permitted in all library meeting rooms when there are no reservations.

- Those wishing to use a meeting room without reservation should check in at the Circulation Desk to confirm that the room is available.
- Drop-in users may be asked to leave a room if staff need to set up for an event taking place later in the day, or if there is a last-minute change to schedule.

Rooms Available

Rooms available for public use are divided into two categories: Meeting Rooms & the Makerspace.

Meeting Rooms (2)- (Max capacity of 6 people)

Located in the eastern back corner of the library. Use by reservation or drop-in availability. To reserve, call the library or request at the Circulation Desk. Table and six chairs available for use.

Makerspace (Max capacity dependent on setup)

Our large capacity makerspace room has various set-up options available. Each option will impact the max capacity of the room. On average, with tables and chairs max capacity will be twenty-four (24). With only chairs, the max capacity of the room is thirty (30).

Integrated Technology

- Wi-Fi is available in all Library meeting rooms.
- The Makerspace includes integrated technology that is available for use. Those reserving the room may connect their personal computers to the SmartBoard.
- Staff may provide limited onsite technical support during your event when available. Staff assistance is subject to their regular work responsibilities and cannot interfere with normal library operations.

Penalties

The facility and library-provided equipment must be left in the same condition they were prior to the meeting. The applicant accepts all responsibility for the cost to repair, replace, or clean any soiled or damaged facilities or equipment.

Failure to comply with this policy may result in forfeiture of meeting room privileges as determined by the Library Director. A group or applicant whose meeting room privileges have been suspended may have the decision be reviewed by the Manistique Area Schools Board of Education.

Manistique Area Schools Board of Education
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