

LEANNA HICKS PUBLIC LIBRARY BUILDING USAGE POLICY

Section 1 – Library Areas and Policy Compliance

- a. The Leanna Hicks Public Library consists of four areas: The main or general area in the Library including the lobby, the Conference Room, the Administration Office, and the grounds outside of the Library.
- b. All persons present at the Library must comply with the Building Usage Policy, the Patron’s Code of Conduct Policy, and any other Library policies, City ordinances, or laws that may apply.

Section 2 – Social Gatherings and Rental Rooms

- a. Private social gatherings are not permitted on Library premises.
- b. The Leanna Hicks Public Library does not have rental space or rooms available at its current location. (See Booker T. Dozier Recreation Complex for City of Inkster rental rooms).

Section 3 – Fire Code Regulations

- a. Per the City of Inkster Fire Department citing the National Fire Protection Association 101 (2003) Table 7.3.1.2, based on the size of the Library, the maximum occupancy for the Library is 312 persons and the maximum occupancy for the Conference Room is 42 persons.

Section 4 – Conference Room

- a. The Conference Room serves as the meeting room and program/activity room. This room also functions as the Inkster Historical Commission’s Office, history resource location, and donation and book sale prep area. Unless approved otherwise, this room shall be used for all Library activities, events, and programs.
- b. Only those programs/activities offered by authorized Library personnel, Inkster Library Board, Friends of the Leanna Hicks Public Library (Friends), elected/appointed public officials, public bodies, or public governmental agencies are permitted on Library premises. Unless specified otherwise, all activities, events, and programs shall be approved by the Board. After a program/activity has been approved, if any changes are made to that program/activity those changes may be subject to Board approval.
- c. All programs/activities shall take place during normal Library business hours and shall end at least 15 minutes prior to the time the Library is scheduled to close. The sound or noise level must be kept at an acceptable level so as not to disrupt the Library. The

Library must be left in the condition in which it was found and Library staff must ensure that the Library is cleaned up after each program/activity.

Section 5 – Selling and Fund Raising Activities

- a. Only members of the Library Board, Library staff, or trustees of the Friends organization acting on behalf of their respective groups can sell merchandise or raise funds on Library premises. All profits realized must accrue to the Leanna Hicks Public Library without exception. The Leanna Hicks Public Library does not partner with third-party fundraisers.
- b. In the case of professionally published authors (published by professional publishing houses): The Conference Room is available for book readings by the author with the understanding that nothing can be sold on Library premises.

Section 6 – Administration Office

- a. The Administration Office and work area include the individual offices of the Library staff and the areas that serve to support the operations of the Library.
- b. Unless proper authorization is given, use of the facility defined as the Administration Office and work area is restricted to Library staff and Board members only.
- c. The Administration Office and work areas, including the staff's and Board's telephones and computers, are not allowed for public use.

Section 7 – Use of Library's Official Address and Phone Number

- a. The name, address, phone number, email address, and/or logo of the Leanna Hicks Public Library may not be used as the official address or headquarters, or implied as such, of any organization, other than those affiliated with this Library. Only the City of Inkster, Library staff, the Library Board, and the Friends organization may use the Library's name, address, phone number, and/or email address as the official address or headquarters. For use of the Library's logo see Logo Use Policy.