



ALGANSEE • BRONSON • COLDWATER  
QUINCY • SHERWOOD • UNION TWP.

## **PUBLIC MEETING SPACE POLICY**

Adopted: February 20, 2012

Last Revised: February 23, 2026

The Branch District Library provides public meeting space, when available, for use by non-profit groups and clubs. Public meeting space is not available for commercial interests such as insurance agents, for-profit tutors, attorneys, or salespeople to meet with clients.

Groups wishing to use the meeting room should check with library staff to make a reservation. In the event of a conflict, library-sponsored uses will take precedence. Reservations may be made no more than 3 months in advance. Recurring reservations are not permitted.

Individuals may reserve the meeting room for no more than 2 hours per day.

Fines, including but not limited to cleanup costs, may be assessed if there is any damage to the meeting space or library equipment.



**BDL ADMINISTRATIVE OFFICES**

10 E. Chicago St., Coldwater MI 49036  
Tel.: 517-278-2341 • Fax: 517-278-2342  
info@BranchDistrictLibrary.org