

Protocol for Public Programs at the Allen Park Public Library

1. Library staff is responsible for setting up and taking down the Meeting Room.
2. The doors will open when the program or activity begins. *The Meeting Room is used for a myriad of programs, activities, and storage of supplies supporting the same. We do not want to risk injury to an attendee or a staff member during set up.*
3. There should be a minimum of two staff members present at all times.
4. Staff will greet the attendees as they come into the room. *Everyone likes to be greeted with a smiling face, and we are happy to see you here!*
5. All in attendance will introduce themselves before the program or activity begins.
6. Attendees are not to re-arrange the furniture or disturb the presenter, if there is one. *The tables and/or chairs are placed in a specific configuration for each program or activity, and we ask that attendees respect that.*
7. The Library is ADA compliant. Any ADA requests must be made to the Library Director as soon as possible, but no later than five (5) work days before the scheduled event.
8. Attendees must leave the Meeting Room promptly upon conclusion of the program/activity. *The staff needs to take down the room and/or begin to set it up for the next program or activity, so attendees are asked to leave once the program or activity is over. If there is a visiting author, time will be built in to the program for book signings, etc. If you have won a prize (Book Bingo, for example) please make your selections quickly so that other winners can also make their selections and the room can be “torn down” and supplies put away.*
9. The Library Director reserves the right to cancel, reschedule or alter any program or event occurring at or sponsored by the Allen Park Public Library.

The Allen Park Public Library does not discriminate; therefore the same protocol is applied to all age groups for all library programs and activities. The Meeting Room will be locked when it is not in use.