

# **Gaines Township Library**

## **Community Room Use Regulations**

### **Group Qualifications**

Community Room shall be available to groups, clubs and organizations in the following order of priority:

1. Library and Township sponsored activities. These programs have precedence over other meetings. Groups may occasionally be notified to reschedule their meetings to avoid a conflict.
2. Gaines Township Non-Profit Groups.
3. Gaines Township groups using the room for meetings, not the selling of goods or services to the public.
4. The Community Room is not available for personal entertaining such as showers, anniversaries, receptions, graduations, etc.

### **Meeting Room Availability**

The Community Room is available Monday, Tuesday & Thursday from 9:30am-8:00pm; and Wednesday, Friday & Saturday from 9:30am-5pm.

### **Meeting Room Size**

Group size will be limited to 100 seated (using chairs only) and 62 when using tables and chairs. (Fire Regulation)

### **Making Reservations**

1. Written application must be made at least one week prior to date of use. Applications are available online @ [www.kdl.org](http://www.kdl.org); Gaines Township Library page.
2. In the case of repeated use, each date must be registered on the application.
3. Rental fees are to be paid at the library during open hours, at least 24 hours prior to the event. The room is not reserved until the rental fee and deposit (if required) are collected.
4. The Library reserves the right to deny any application or to cancel or reschedule any reservation.

### **Community Room Rental Fee**

1. No rental fee shall be charged for Library or official Township activities.
2. Rental charges will be paid at the Library Service desk. Payment must be made in cash or by check. Rental charges for all other groups or organizations shall be:
  - \$25.00 for use four (4) hours or less; \$40.00 for use more than four (4) hours

3. A \$40.00 security deposit will be required when the room is used more than four (4) hours and/or food (bagged or boxed lunch) is served. The deposit will be returned after library staff has determined that the room was left in good order.
4. Rental Fee includes the use of the Community Room, tables, and chairs. A project and screen are available if requested.
5. In the event of a cancellation, the Branch Staff is to be notified at least 24 hours in advance. Failure to do so may result in denial of further Community Room privileges.

### **Use of Community Room and Clean Up**

1. Groups are responsible for their own set up and clean up and must return the room to the way they found it. In the event of improper clean up or damage to the Community Room and contents, the person reserving the room shall forfeit the security deposit (if required) and shall be liable for all clean up and repair/replacement costs.
2. Time for setup and clean up shall be included within the reserved time.
3. Library personnel will not assist with set up or clean up, and library materials such as staplers, pencils, paper, etc. will not be available for use.
4. **Failure to abide by the regulations; failure to return the room to its former state; improper cleanup or damage to the room or contents may prevent that group from renting the room again.**

### **Food and Beverage**

1. Refreshments shall be limited to such items as coffee, soft drinks (soda), cookies and donuts (no red punch or red soda) and bagged or boxed lunches.
2. The use of alcoholic beverages or smoking in the library, restrooms, Community Room or on the library grounds is prohibited.

### **Supervision and Responsibility**

The person signing the application is responsible for compliance with all rules and regulations.

### **Liability**

Kent District Library and Gaines Charter Township are not responsible for theft of personal property.

The Community Room is available without regard to ideology. The Library does not sponsor, advocate, nor endorse the position or ideology of Community Room users or the meetings' content.

## Gaines Township Library Community Room Rental Agreement

I have read, understand and will comply with the rules and regulations pertaining to the rental of the Gaines Township Library Community Room. *I will immediately inform Library staff of any changes in relation to use of the Community Room.* **Failure to comply or damage to the room or contents may prevent future rentals.**

Name of Group \_\_\_\_\_

Group qualification    non-profit / meeting / presentation    *(no sales or personal events)*

Contact Person \_\_\_\_\_

Applicant (if other than contact) \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Date(s) Requested    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

Used Room Before?    Yes        No

*Rental costs \$25 (4) hours or less & \$40 over (4) hours. Payment must be made in cash or check. Checks need to be made out to Gaines Charter Township. A deposit of \$40.00 is required when food or beverage is being served. Full amount will be returned when staff has determined the room has been left in good order.*

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Branch Staff

\_\_\_\_\_  
Date

\$ \_\_\_\_\_ Rental Amt        Date Pd \_\_\_\_\_        cash/check

\$ \_\_\_\_\_ Deposit Amt        Date Pd \_\_\_\_\_        Refunded \_\_\_\_\_