

GRANDVILLE COMMONS USE GUIDELINES
Kent District Library – Grandville Branch
4055 Maple St SW

The Grandville Community Commons room of the Kent District Library is available for use to the following groups:

- City of Grandville election activities, meetings, activities or events
- Kent District Library sponsored programs
- Homeowner or condo associations
- Non-profit organizations, groups organized for educational, cultural or civic purposes and clubs.
- Businesses based in City of Grandville for internal meetings only, not business development, sales, public education or commercial activities.

Priority will first be given to City of Grandville and Kent District Library use.

The room may be reserved following the schedule below:

Booking can start on **November 1** for the months of December, January and February.

Booking can start on **February 1** for the months of March, April and May.

Booking can start on **May 1** for the months of June, July and August.

Booking can start on **August 1** for the months of September, October, and November.

FEES (checks should be made payable to the City of Grandville)

No rental fee shall be charged for Library or official City activities.

Rental charges will be paid at the library Information Desk. Payment must be made in cash or by check.

ROOMS AVAILABLE MONDAY – SATURDAY 8:30 AM – 10:00 PM			
ROOM	CAPACITY	NON-PROFIT OR PERSONAL USE	FOR PROFIT/ BUSINESS USE
Babcock & Cook	12	NO COST	\$20
Community Commons	165	\$20	\$75
Commons Side A	55	NO COST	\$30
Commons Side B	110	\$20	\$45
Consumers Energy Foundation			

SECURITY DEPOSIT

A security deposit may 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.

Reservation includes the use of the community room, tables, chairs, and audio-visual equipment. Wifi is available but users must provide their own devices and equipment.

In the event of a cancellation, the Branch Manager is to be notified within 24 hours.

Failure to do so may result in denial of further Community Room privileges.

RESERVATIONS

All room setup and amenities shall be stated at time of application. Applicant is responsible for room setup. Arrangements with Library staff for a tutorial on the use of audio-visual equipment must be made prior to the rental.

MAKING RESERVATIONS

- Applications are available at the library Information Desk and online @ www.kdl.org and visiting the Grandville Library page.
- In the case of repeated use, each date must be listed on the application.
- Rental fees are to be paid at the time of application.
- The Library reserves the right to deny any application or cancel or reschedule any reservation.

KITCHEN USE

The kitchen located in the Commons room is available to prepare light refreshments and coffee, or catering staging. It is not licensed for food preparation. It has a refrigerator, freezer, microwave, sink, coffee maker and dishwasher.

Caterers are to arrive, depart and pick up their equipment only during scheduled reservation times. No coffee service, dinnerware, flatware, stemware, serving piece or linens are provided.

All garbage is to be bagged and deposited in the kitchen upon completion of cleanup.

GENERAL REGULATIONS

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

The City and/or Library's name may not be used for any purpose other than to indicate location of the meeting. Groups sponsoring public meetings must make their sponsorship clear in publicity; in no way must it appear that the library or city is sponsoring the activity.

A poster that conforms to the size of the library easel may be used at the entrance to the Commons to announce the meeting on the day of the meeting only. No materials or decorations may be attached to the doors or walls.

The library building and grounds are smoke free. Alcoholic beverages are not permitted. Red or purple drinks may not be served.

Youth groups require adult supervision.

Fire aisles must be kept clear.

Groups using the room are responsible for the condition of the room. They will be billed for missing equipment or damage to the room as a result of their use. The room must be left in the condition and arrangement found.

Meeting rooms may not be used for parties, social or family events.

Sales are not permitted except for City, Library and Friends related events.

Meetings may not disturb regular library functions. Applicants agree to be responsible for the orderly behavior of its participants and be responsive to the directives of City or Library staff.

Nothing can be stored in the meeting rooms before or after each use. Items need to be removed immediately after the event. Neither the Kent District Library nor the City of Grandville is responsible for theft of personal property.

**CITY OF GRANDVILLE
KENT DISTRICT LIBRARY
ROOM RENTAL APPLICATION**

APPLICANT (INDIVIDUAL COMPLETING FORM/RESPONSIBLE PARTY)

Name: _____ Phone: _____

Address: _____

EVENT DESCRIPTION:

Type/Purpose of Event: _____

Requested Date(s) _____

Contact Person During Event: _____ Phone: _____

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Does your event require audio/visual equipment needs? _____

AUDIO VISUAL EQUIPMENT

Arrangements with Library staff for a tutorial on the use of audio-visual equipment must be made prior to the rental.

____ T.V. ____ Handheld Microphone ____ Lavalier Microphone ____ HDMI Cable

AVAILABLE EXTRAS

____ Rectangular Table (30) ____ Chairs ____ Podium
____ Kitchen Use ____ Coffee Maker ____ Extension Cords

I have read, understand and will comply with the rules and regulations pertaining to the rental of the KDL Grandville Branch Commons.

Signature of Contact Person / _____ Date

Signature of Branch Manager / Acceptance Agent _____ Date



FOR OFFICE USE ONLY

Rental Amount: _____ Date Paid: _____

Deposit Amount: _____ Date Paid: _____ Refunded: _____