

# Plainfield Charter Township Comstock Park Branch Library

## Program Room Rules and Regulations

### Group Qualifications

The library program room will be made available to the following groups in order of priority:

1. Library-sponsored and township departmental program and activities and their fund-raising events
2. Business or organizational meetings for township based non-profit organizations

### Available Times for Meetings

1. The library program room will be made available during regular library hours. We ask that occupants plan to vacate the room 15 minutes prior to closing.
  - Monday: 9:30 a.m. - 8 p.m.
  - Tuesday: Noon-8 p.m.
  - Wednesday: 9:30 a.m. - 5 p.m.
  - Thursday: Noon - 8 p.m.
  - Friday: 9:30 a.m. - 5 p.m.
  - Saturday: 9:30 a.m. - 1:30 p.m.
2. 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.

### Library Program Room Size

The library program room will be limited to not more than 88 people.

### Making Reservations

1. Written application must be made at least one week prior to date of use.
2. In the case of repeated use, each date must be registered on the application.
3. The library reserves the right to deny any application or to cancel or reschedule any reservation.
4. Reservations must be made during library hours by completing the Library Program Room Reservation Request (available at [www.kdl.org](http://www.kdl.org) Hours and Location Comstock Park Branch) and signing a copy of the document named.
5. With the exception of library and township sponsored activities, use of the library program room by any one group shall be limited to four times a year.

### Use of Program Room and Clean-Up

1. Groups will be responsible for their own set up and clean-up. In the event of improper clean up or damage to the program room or contents, the person reserving the room shall be liable for all cleanup and repair costs.
2. Library room users must use the main library entrance. The use of the staff doors or propping of the staff door is not permitted.
3. Groups using the meeting room may not store materials therein.
4. Time for setting up and cleaning shall be included within the reserved time.
5. The library program room must be cleaned and all contents and people out of the library

program room by closing.

6. Nothing is to be hung from or attached to the walls without prior permission.
7. In the event of a cancellation, the library branch manager is to be notified at least 24 hours in advance. Failure to do so may result in denial of further meeting room privileges.
8. The Comstock Park Library Manager serves as the township liaison for questions about the meeting room such as eligibility.

### **Food and Beverage**

1. Food shall not be served without proper approval of the Branch Manager.
2. Beverages and their complements (cups, napkins, sugar, cream, etc.) shall be the responsibility of the group holding the meeting. Please limit cold beverages to colas or clear sodas - no grape or fruit punch, etc.
3. The use of alcoholic beverages and smoking in the library, program 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**

Comstock Park Branch of KDL and Plainfield Township are not responsible for theft of personal property. The library program room is available without regard to ideology. The library does not sponsor, advocate nor endorse the position or ideology of the library program users or the meeting's content.