

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
- Kent District Library
- Homeowner or condo associations
- Non-profit organizations, groups organized for educational, cultural or civic purposes and clubs.
- Grandville/Jenison Chamber members, reserving through the Chamber. Must be for internal meetings and/or educational purposes.

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.

ROOMS AVAILABLE MONDAY – SATURDAY 9:30 AM – 10:00 PM SUNDAY 1-5 (NA ON SUNDAYS FROM MEMORIAL DAY AND LABOR DAY)		
ROOM	CAPACITY	AV AVAILABILITY
Babcock & Cook	12	TV/Wifi
Community Commons	165	TV Screens/Audio/Microphone/Wifi
Commons Side A	55	TV Screens/Audio/Microphone/Wifi
Commons Side B	110	TV Screens/Wifi

Reservation includes the use of the community room, tables, chairs, and audio-visual equipment (No sound system is available in Side B if used without Side A). Wifi is available but users must provide their own devices and equipment.

In the event of a cancellation, the Branch Manager shall be notified no later than 24 hours prior to event.

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 and for returning the room to its original state.** Arrangements with Library staff for a tutorial on the use of audio-visual equipment may be made prior to the rental.

MAKING RESERVATIONS

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

- In the event of inclement weather or another emergency that closes the library a rental may also be canceled.

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 of the Library related events.

Events may not have a cost for attendance.

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.

