

# **Gaines Township Library**

## **Community Room Use Regulations**

### **Group Qualifications**

The 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 or organizations.
3. Other non-profit groups or organizations.
4. Groups using the room for meetings, not the selling of goods or services to the public.

The Community Room is not available for personal entertainment such as showers, anniversaries, receptions, graduations, etc. OR the selling of goods or services to the public.

### **Meeting Room Availability**

The Community Room is only available when the Library building is open: Monday, Tuesday & Thursday from 9:30am-8:00pm; and Wednesday, Friday & Saturday from 9:30am-5pm. *Library and Township activities have priority over use of the room.*

### **Meeting Room Size**

Group size will be limited to 50 seated (using chairs only) and 30 when using tables and chairs.

### **Making Reservations**

1. A written application must be made at least one week prior to the date of use. Applications are available online on [KDL 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.
5. Contact should be made via email using GNSBLS@kdl.org.

### **Community Room Rental Fee**

1. No rental fee shall be charged for Library or official Township activities.
2. Rental charges to be paid at the library front desk. Payment must be made in cash or by check. Rental charges for all 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 food is served. The deposit will be returned after library staff have determined that the room was left in good order.
4. Rental Fee includes the use of the room, tables, and chairs. A projector and screen are available if requested.
5. In the event of a cancellation, the branch staff are to be notified at least 24 hours in advance. Failure to do so may result in denial of further Community Room privileges.

6. If the branch closes unexpectedly on the day of your event, your rental fee will be refunded by the Gaines Township Offices.

### **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 setting up or cleaning 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. Beverages are allowed without a security deposit.
2. Refreshments shall be limited to such items as coffee, soft drinks (no red punch or red soda), cookies, donuts or muffins, and bagged or boxed lunches. A \$40.00 security deposit will be required and must be a separate check from the rental fee.
3. 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 may prevent future rentals.**

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

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

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

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

Address \_\_\_\_\_

Phone no. & email \_\_\_\_\_

Date(s)/Time(s) Requested \_\_\_\_\_

Food will be served Y / N If yes, a separate check (or cash) needs to be provided for the deposit.

*Rental payment (\$25 four or fewer hours or \$40 over 4 hours) must be made in cash or check at the Library. Checks need to be made out to **Gaines Charter Township**. A security deposit of \$40 is required if food is served and must be on a separate check from the rental. Full amount will be returned when staff have 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 \_\_\_\_\_

Located in locked cabinet / Refunded by \_\_\_\_\_ date \_\_\_\_\_