



Policy for Meeting Room Use Reservation and Cancellation - (248) 698-4942 x 4

The group requesting use of the Library's facilities agrees to indemnify the White Lake Township Library and its employees or agents against all liability to persons or property on the Library premises.

1. **When not used for Library purposes**, the meeting rooms are available to non-profit, community, educational, civic, and cultural groups; and businesses in White Lake Township **provided their meetings are open to the general public**. We are unable to accommodate the request for private functions.
2. The meeting rooms are available to groups and businesses in White Lake Township provided that the intended use will complement and not conflict with the Library's objectives. The Library reserves the right to deny or rescind approval of any reservation.
3. **The group representative applying for a room reservation must be a White Lake Township Library card holder in good standing who is 18 years old or older. Payment is required at the time of reservation. The reservation must include time for group setup and cleanup.**
4. Reservations are available when the Library is open and shall fall only between 10:30 a.m. – 7:45 p.m., Monday through Thursday; 10:30 a.m. – 4:30 p.m., Friday and Saturday.

5. Meeting room rental rates:	<u>Room</u>	<u>Non-Profit</u>	<u>Business</u>
Gathering Place Seating 100	A & B	\$30 – 2hrs	\$60 – 2hrs
Gathering Place Seating 40	Room A	\$20 – 2hrs	\$40 – 2hrs
Gathering Place Seating 50	Room B	\$20 – 2hrs	\$40 – 2hrs
Idea Lab - Table Seating 20	Idea Lab	\$15 – 2hrs	\$30 – 2hrs

Gathering Places, A & B will be available when we install the partition wall, which is projected for 1/1/20.

Additional hours may be reserved for 1/2 of the 2-hour fee. A room may be reserved for a maximum of four hours. Groups renting Gathering Room A or Gathering Room A & B may also reserve the adjoining kitchen for \$10. The kitchen has a sink, refrigerator, and a microwave for reheating.

6. Light refreshments may be served. No alcoholic beverages are permitted. The library does not provide supplies or equipment for refreshments. Some cleaning tools (e.g. small vacuum, broom, pail) will be available to the group
7. Room user may move tables and chairs to suit their event, but is responsible for returning them to their original position. **Groups renting a meeting room/kitchen are expected to leave the room on time and in the same state of cleanliness as it was found. Failure to do so will result in an additional charge of \$75.**
8. Reservations will be accepted no more than 60 days in advance and no less than three business days in advance. Groups may use rooms once per month. Reservations must be cancelled at least **seven** days in advance to receive a refund. Cancelling and/or rescheduling dates in excess of two (2) times per year, per organization, will result in forfeiture of previously paid rental fee and the group may lose the ability to make further reservations.
9. Groups with youth under 18 years old must be supervised by one adult for every 15 youth.
10. Only the group representative / Library Card holder that signed the contract will have access to the meeting rooms 15 minutes prior to the rental period. Groups must exit the room/kitchen by the end time listed on their contract. **There is a \$20 premium charge for each 15-minute period a meeting goes past its scheduled time.**
11. It is not permitted to place tables or chairs in the hallway; decorations or materials on walls; no glitter, or burning of any materials, including candles or incense.
12. Any publicity for a group's meeting should clearly identify the group as the program presenter/sponsor. The Library may be identified as the location for the event.
13. **The sale of services or merchandise is not allowed in the Library. Admission fees, or donations may not be requested for attendance at programs in order to be equitable to all who attend.**
14. The **AV equipment is offered in the Gathering place only** as a courtesy of the Library and does not affect the cost of the room. We strongly suggest you make an appointment to test your equipment prior to your program. The Library cannot guarantee that staff will be available to troubleshoot at the time of your program.
15. **A White Lake Library card holder/Representative of the group must sign this form and agree to accept full responsibility to uphold the above policies. Representatives agree to attend the meeting and to allow the Library to give the contact phone number for organization information if requested by the public. Any group that fails to abide by policies governing the use of the rooms may be denied future use of the facilities.**