

# **Gaines Township Library Community Room Use Regulations**

## **Group Qualifications**

Community Room shall be available to group, 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.
3. Gaines Township Profit groups using the room for meetings, not the selling of goods or services to the public.
4. The Community Room is not available for personal entertaining such as showers, anniversaries, receptions, graduations, etc.

## **\*\*\*Available Times for Meetings**

*The Community Room is available on Mondays and Thursdays from 12-8 P.M. ,Tuesdays and Wednesdays from 9:30 A.M. – 5:00 P.M. Saturdays and Fridays from 9:30 A.M to 5 P.M.*

## **Meeting Room Size**

Group size will be limited to 100 seated (using chairs only) and 62 when using tables and chairs. (Fire Regulation).

## **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. Rental payment is due on or before the day of the event.
4. The Library reserves the right to deny any application or to cancel or reschedule any reservation.

## **Community Room Rental Fee**

1. No rental fee shall be charged for Library or official Township activities.
2. Rental charges for all other groups or organizations shall be:

Non Profit \$15.00 per meeting  
Profit                      \$10 per hour

3. A \$25.00 security deposit is also required, which will be returned after the Library Branch Manager has determined that the Community Room was left in good order.
4. Rental Fee includes the use of the Community Room, tables and chairs, and coffee pot.
5. In the event of a cancellation, the Branch Manager is to be notified at least 24 hours in advance. Failure to do so may result in denial of further Community Room privileges.

### **Use of Community 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 Community Room and contents, the person reserving the room shall forfeit the security deposit and shall be liable for all clean up and repair/replacement costs.
2. Time for setting up and clean up shall be included within the reserved time.

### **Food and Beverage**

1. Refreshments shall be limited to such items as coffee, soft drinks, cookies and donuts (no red punch or soda).
2. Each group must provide its own coffee, cups, sugar, cream, etc.
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**

Gaines Township 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 the Community Room users or the meetings' content.

I HEARBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE RULES AND REGULATIONS PERTAINING TO THE RENTAL OF THE GAINES TOWNSHIP LIBRARY COMMUNITY ROOM

Applicant \_\_\_\_\_

Branch Manager \_\_\_\_\_

Date \_\_\_\_\_

**Meeting Room Reservation Request**

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

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

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Description of Group \_\_\_\_\_

Date Requested \_\_\_\_\_ Used Room Before (Y/N) \_\_\_\_\_

I have read and agree to abide by the Gaines Township Library Meeting Room Rules and Regulations.

Signature of Contact  
Person \_\_\_\_\_

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\$ \_\_\_\_\_ Rental Paid

\$ \_\_\_\_\_ Deposit Paid