

Use of the Clara C. Cheyne Room

The Clara C. Cheyne Room of the Byron Township Branch of Kent District Library is available without charge during library hours and a \$50.00 fee after hours, to all groups of the Township, organized for educational, cultural, or civic purposes. Any township resident wishing to rent the room may do so for a fee of \$50.00. First priority will be granted to the library for its functions and to other township sponsored activities. The room shall not be available for commercial activities.

The following provisions shall be met:

1. Room rental is payable in advance.
2. Application for use of the room must be addressed to the librarian one week in advance. Seating, projection equipment and other facilities must be arranged for at this time.
3. Alcoholic beverages and smoking on the premises are prohibited.
4. Refreshments shall be limited to such items as coffee, soft drinks, cookies and donuts. Each group must provide its own cups, plates, spoons, etc. All facilities shall be cleaned and restored to proper order.
5. Use of the room may be scheduled for any day, except Sunday, between the hours of 9:00am and 11:00pm.
6. Any damage to the building, grounds, or its contents shall be paid for by the applicant.
7. The township is not responsible for theft of personal property.
8. The Township of Byron, its township board, its officials and its employees shall be held harmless and not liable in the event of accident or injury to the members of any group or their guests who use the meeting room under the above stipulations.

Township Resident
or Group Name

Number in Group

Adult Supervisor

Phone Number

Address

Purpose of Use

Date/Hours of Use

I agree to the above conditions

SIGNATURE

Fee

Date Paid