

PLAINFIELD CHARTER TOWNSHIP

Comstock Park Library Meeting Room Rules and Regulations

GROUP QUALIFICATIONS

The Comstock Park Library Meeting Room is open for meetings of non-profit organizations engaged in educational, cultural, intellectual, charitable, or community activities. These meetings must be of an informational nature, free, and open to the public. The Meeting Room is also available for businesses located in Plainfield Township. The Meeting Room will be made available in this order of priority:

1. Library sponsored and Township sponsored activities
2. Non-profit groups as described above
3. Plainfield Township businesses

AVAILABLE TIMES FOR MEETINGS

The Meeting Room will be made available during regular library hours. Meetings lasting beyond regular library hours must have approval of the Branch Manager.

MEETING ROOM SIZE

The Meeting Room capacity is limited to 75 people.

MAKING RESERVATIONS

1. Written application must be made at least one week prior to date of use, during library hours.
2. In the case of repeated use, each date must be registered on the application.
3. Rental payment (if required) must be paid when application is filed.
4. The Library reserves the right to deny any application or to cancel or reschedule any reservation.
5. With the exception of library and township sponsored activities, use of the Meeting Room by any one group shall be limited to 12 times a year.

MEETING ROOM RENTAL FEE

1. No rental fee shall be charged for Library or official Township activities, or for nonprofit organizations as described above.
2. Rental charges for all other groups or organizations shall be \$25.00 for each four hours or fraction thereof.
3. A \$200 security deposit is also required, which will be returned after the Branch Manager has determined that the Meeting Room was left in good order.
4. Rental fee includes the use of the Meeting Room, tables and chairs.
5. In the event of a cancellation, the Library Branch manager is to be notified at least 24 hours in advance. Failure to do so may result in denial of further Meeting Room privileges.
6. The Library Advisory Committee may waive any fee upon appropriate application.

USE OF MEETING 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 Meeting Room or contents, the person reserving the room shall forfeit the security deposit and shall be liable for all cleanup and repair costs.
2. Groups using the Meeting Room may not store materials therein.
3. Time for setting up and cleaning shall be included within the reserved time.
4. Nothing is to be hung from or attached to the walls.

FOOD AND BEVERAGE

1. Food shall not be served without prior approval of the Library Branch manager.
2. Beverages and their complements (cups, napkins, sugar and cream, etc.) shall be the responsibility of the group holding the meeting.
3. The use of alcoholic beverages or smoking in the Library, Meeting 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

Comstock Park Library and Plainfield Township are not responsible for theft of personal property.

The Meeting Room is available without regard to ideology, race, or religion. The Library does not sponsor, advocate nor endorse the position or ideology of the Meeting Room users or the meeting's content.

I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THESE RULES AND REGULATIONS PERTAINING TO THE RENTAL OF THE COMSTOCK PARK LIBRARY MEETING ROOM.

APPLICANT _____

BRANCH MANAGER _____

DATE _____