

# **Plainfield Charter Township**

## **Plainfield Branch Meeting Room Rules and Regulations**

### GROUP QUALIFICATIONS

The Plainfield Branch of Kent District Library is open to *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. (*NOTE: If a business wants to present a program to the public, then the branch manager would need to make the decision based on library programming guidelines [KDL Policy 3.5] and the local need.*) The meeting room will be made available to the following groups in order of priority:

1. Library sponsored and township sponsored activities
2. Nonprofit groups as described above
3. Plainfield Township businesses: for internal meetings such as staff development or organizational meetings.

### AVAILABLE TIMES FOR MEETINGS

The meeting room will be made available during regular library hours. Meetings which last beyond regular library hours must have approval of the branch manager.

### MEETING ROOM SIZE

The meeting room will be limited to not more than 150 people.

### 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 required *when the application is filed*.
4. The library reserves the right to deny any application or to cancel or reschedule any reservation.
5. Reservations must be made during library hours by completing a Meeting Room Reservation Request and signing a copy of the document named.
6. With the exception of library and township sponsored activities, use of the meeting room by any one group shall be limited to four times a year.
7. The meeting room key may be picked up at the discretion of the branch manager and must be returned within 24 hours of the meeting.

### PROGRAM ROOM RENTAL FEE

1. No rental fee shall be charged for the library or official township activities.
2. No rental fee will be charged for Michigan nonprofit groups with 501©3 status.
3. Rental charges for all other groups or organizations shall be \$25.00 for each four hours or fraction thereof.
4. A \$200 security deposit may be required, which will be returned after the branch manager has determined that the meeting room was left in good order.
5. Rental fee includes the use of the meeting room, tables and chairs. Other materials—audiovisual, projection equipment, etc.—may be available upon request.

6. 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.
7. The Plainfield Township Library Advisory Board 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. Please limit cold beverages to colas or clear sodas—no grape or fruit punch, etc.
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

Plainfield Branch of KDL and Plainfield Township are not responsible for theft of personal property.

The meeting room is available without regard to ideology. The library does not sponsor, advocate nor endorse the position or ideology of the meeting room users or the meeting's content.