

# Plainfield Charter Township Library Program Room Rules and Regulations

## GROUP QUALIFICATIONS

The library program room will be made available to the following groups in order of priority:

1. Library-sponsored and township departmental programs and activities including Friends of the Plainfield Library and their fund-raising events;
2. Business or organizational meetings for township-based non-profit organizations and businesses — not intended for political, religious, social or commercial events.
3. Business meetings for homeowner and condo associations located in Plainfield Township.

## AVAILABLE TIMES FOR MEETINGS

The library program room will be made available during regular library hours.

## LIBRARY PROGRAM ROOM SIZE

The library program room will be limited to not more than 158 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 Library Program Room Reservation Request (available at [www.kdl.org](http://www.kdl.org) → Branch Information → Plainfield Township Branch) and signing a copy of the document named.

6. With the exception of library and township sponsored activities, use of the library program room by any one group shall be limited to four times a year.
7. The library program 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(c)(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.
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 Library Branch Manager serves as the township liaison for questions about the meeting room such as eligibility and fees.

#### 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 without prior permission

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