Meeting Rooms: Policy and Procedure
Approved 9/27/2017

Coopersville Area District Library (CADL) is pleased to be able to offer both a Community Room and a Meeting Room for public use. Please read the following policies and procedures, which explain how this process works.

If you have any questions, please contact the library at 616-837-6809. The agreement must be signed and dated by a designated contact person for your organization/company. Your organization/company will be held responsible for following all of the required procedures.

Public Use
It is the policy of the Board of Trustees of the Coopersville Area District Library (CADL) to allow local businesses and non-profit organizations and groups to use the library community room or meeting room on an equitable basis, regardless of the beliefs or affiliations of the groups requesting their use. Permission will be granted if the facilities are not needed for programs sponsored in whole or in part by the library, and when such use is not disruptive of the programs and activities of the library. Such permission is revocable and does not constitute a lease. Permission to use the library community and meeting rooms does not imply library endorsement of the aims, policies or activities of any group or organization.

Organizations and businesses using the library's Community or Meeting Room will not be permitted to use advertising and publicity which imply that their programs are sponsored or co-sponsored or approved by the library, unless written permission to do so has been previously given by the library director. Organizations and businesses using the library's Community Room or the Meeting Room will make no monetary profit from its use.

An adult leader shall be present at all times and be responsible for the supervision of any group of children under the age of 18 using the rooms.

Admission may be charged for programs sponsored by the library and its affiliated organizations, and the sale of goods that directly benefit the library will be permitted.

Coopersville Area District Library presumes that all organizations or businesses hosting events will uphold high ethical standards without regard to race, color, religion, sex, age, national origin or disability.
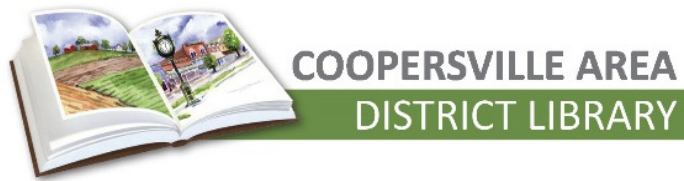
Room Description and Fees

Boyce Meeting Room: No Charge
Up to 8 people. WIFI, HDMI hook up, flat screen connection. Free of charge, however, reservations are required. Reservations can be made by calling the library at 616-837-6809 or in person at the library. One hour time blocks with a minimum of two hours total are allowed per day. The Meeting room will be available for use by non-profit organizations, for profit groups and private individuals. The meeting room is reserved on a first-come first-serve basis. The Meeting Room is available during the library's regular open hours.

Community Room:
Programs sponsored by the Library and/or the Friends of the Library may use the Library meeting rooms during regular library hours at no charge.
Not-for-profit groups or organizations based within the library district as well as the constituent governmental entities of the Library (City of Coopersville, Chester Township, Polkton Township, and Wright Township) and their boards, commissions and agencies will be allowed to use the meeting room for a $25 fee (cost of cleaning). Not-for-profit groups that request the community room after normal library hours will need to submit their request to the library director for approval before signing the room rental agreement.
The Community Room will not be available for individual private use.

For profit group fees are as follows:

A $100 deposit is required at the time the rental agreement is submitted. The deposit is refundable if the checklist requirements have been met.

Fees:

Number of Hours		Resident Rate		Non-Resident Rate
1-6		$75		$100
7-12		$125		$150

Rental Procedure

All Organizations and businesses will need to complete and submit the Room Request Form to use the Community Room. Room Request Forms can be obtained at the library circulation desk or online at www.coopersvillelibrary.org under the "Using the Library" tab. Once CADL receives the request, a staff member will contact the organization/business to confirm, answer questions, and/or get more details. Every effort will be made to accommodate requests made for room usage if the space is available.

The community room is reserved on a first-come, first-served basis for a maximum of two times per group per month. It is your responsibility to keep track of your group's usage. Reservations

may be made up to three months in advance. It is possible to make your monthly/bi-monthly meeting a regular event.

If your plans change, please contact the library as soon as possible to cancel your reservation. Not showing up for scheduled reservations may affect your ability to use the facility in the future.

The CADL Community Room is available Monday through Friday 8:00 am – 10:00 pm or by special arrangement with the Director.

The Community Room will have access to the kitchenette if reserved. The kitchen has a refrigerator, microwave oven, and dishwasher. The room also has access to coffee and water. Please make all arrangements necessary with your caterer, including delivery and pick-up times, clean-up and supply of all plates, glasses, utensils and napkins. Catering materials cannot be left overnight in the community room or the kitchenette.

Please schedule a one-on-one instruction appointment with a CADL staff member to make sure you understand how to use the audiovisual equipment that is available for use.

The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its community room or meeting room. Any individual group or organization using CADL facilities shall be held responsible for willful or accidental damage to the library building, grounds, collections, or equipment caused by the group or organization, its members or those attending its program.

Any individual group, or organization holding an event or meeting at CADL must fully release and discharge the library, its administration, and all other staff from any and all claims from injuries, including death, damages or loss, which may be alleged to have arisen out of, or in connection with, the meeting.

<u>Check-In Procedure</u>
You will need to check-in at the front desk upon arrival. At this time, a Library Assistant will show you to your reserved room and give you the Check-Out Procedures. This is also the opportunity for you to let the Library Assistant know of any last minute details – e.g., who the caterers are or any questions you might have.

As the contact for your group, it is your responsibility to have the members follow all applicable policies. Please make sure you show them the nearest bathrooms and exits in case of an emergency (evacuation map is provided). Lastly, all members of your group must have vacated the building before you leave.

<u>Check-Out Procedure – To be given to contact upon check-in.</u>
This is a copy of the Check-Out Procedures to for you to review. You will receive another copy when you check in at the front desk on the day of your meeting. When you are done with your meeting, please sign, date, and return your completed form to the front desk.
Our goal is to have the room readily available for a meeting immediately following yours. We do have a cleaning service; however, it is not their responsibility to clean up after your meeting. If you have any questions, please let us know.

After your meeting is completed please check off each item:

☐   Turn off all audiovisual equipment

☐   All tables are washed and straightened.

☐   All chairs are stacked and or straightened.

☐   No tables out of doors.

☐   All spills are wiped up on counters and in refrigerator.

☐   Bathrooms are clean, water off on sinks and toilets flushed.

☐   Lights are off

☐   Put back items on counter as you found them

☐   Pick up catering equipment; do not leave anything behind

☐   Remove and recycle trash

☐   Turn off all kitchen equipment, including coffee makers

☐   Remove all food items from the building; leftovers cannot be stored in the refrigerator

RENTAL AGREEMENT FOR USE OF CADL COMMUNITY ROOM

Group Name: _____

Contact Person:_____

Phone: _____ Rental Date: _____

Purpose: _____

Rental from _____:_____ AM/PM to _____: _____AM/PM

Fees

Number of Hours		Resident Rate		Non-Resident Rate
1-6		$75		$100
7-12		$125		$150

An additional $100 deposit is required when you submit the rental agreement.

Renter agrees to the following:

- No use before 8:00 am or after 10 pm
- Room capacity is 90 people
- No alcoholic beverages allowed
- CADL is a smoke free building + 25' from any door
- No red colored punch or juice
- The Renter will reimburse CADL for actual costs of repairs needed as a result of damage
- Renter's use of CADL community room is limited to the community room, kitchen, and bathrooms.
- The main library and children's room will maintain regular hours and unavailable if renters time goes beyond normal open hours.
- CADL is not responsible for lost or stolen items, anything left will be held for 30 days.
- The Renter shall indemnify, save and hold harmless CADL from any and all claims for Renter's guest or licensee.
- No holes shall be made in walls or ceiling. Do not put tape on the walls or ceiling.
- During rental, no doors are to be blocked open to the outside.
- No roller blade shoes or like items or bikes or any items that will leave marks on the floor allowed.
- The Renter will clean CADL after use according to the checklist provided. Contact person is responsible to complete the cleaning check list.
- Renter is not allowed into the community room until the reserved time of the rental.
- CADL hereby rents to the Renter, the community room. Full payment for use of the room must be made at the time the agreement is signed. CADL cannot hold the date requested until full payment is made and the contract is completed.
- CADL shall only be liable for any loss, damage or injury which results from a building defect, as provided applicable Michigan law, if that defect is not caused by the Renter.
- Trash and recyclables removed from the building.
- Deposit will be refunded in accordance with the completed checklist.

I have read and agree to follow the rules of the rental agreement.

Signature _____ Date: _____/_____

Paid Date:	Rental Check #	Received by