

Policy for Public Use of Community Room at Peninsula Community Library NO ROOM RESRVATIONS WILL BE TAKEN UNTIL JANUARY 2020

1. It is the mission of the Peninsula Community Library Board to encourage programming that enriches the cultural, educational, informational and social life of the community. The Peninsula Community Library Board reserves the right to modify this policy at any time.
2. Library programming and activity needs have priority over any other use of library facilities.
3. Rooms may not be reserved more than four months in advance and no individual or organization may reserve a space more than 12 times in a year.
4. Rooms are only available during hours the Library is open to the public and staff is available to supervise use of the facilities. The Library reserves the right to charge a fee for any staff time and expenses incurred for overtime use of the facilities.
5. An admission may NOT be charged to the attendees during use of the room and no money may be collected from attendees for any purpose during use of the room. No promotions or sales of services, products, merchandise or other items are allowed by any entity other than the Library or in conjunction with Library programming.
6. If a film is to be shown during use of the room, a public performance license must be obtained, a copy of which is provided to the Library in advance of the use of the room.
7. Public presentations by any candidate or ballot question committee as defined in the Michigan Campaign Finance Act, MCL 169.201 et seq. or by any non-partisan organization regarding candidates or ballot questions are allowed.
8. Use of facilities does not imply Library endorsement of the group or ideas presented. Any promotional materials must indicate that the program or event is not sponsored by Peninsula Community Library.
9. Groups and individuals approved to use Library facilities shall not discriminate with respect to age, race, creed, color, gender, sexual orientation, ethnicity, national origin, gender expression, marital status, religion or physical or mental ability.

10. Facilities must be reserved by a specified individual, including within a group, who is at least 18 years of age or older. All minors using the meeting or community room must be under the supervision of an adult 18 years of age or older.
11. Any damage to the room by any individual or group shall be billed directly to the individual who secured use of the room.
12. Any group or individual failing to leave the facilities clean will be charged a cleaning fee.
13. Alcohol is not allowed during use of meeting or community room by non-Library organizations or individuals.
14. Any non-Library use of the community room must not exceed four hours. The meeting room reservation must not exceed two hours.
15. Noise in the facility must not exceed normal standards, as determined by Library staff.
16. One standard bag of garbage generated by use of the facilities may be left in the Library bins OUTSIDE. Excess trash must be removed from the Library property by the user.
17. Outdoor areas may not be reserved for use for entities other than the Library.
18. Prior approval must be obtained from the Library Director if food and/or beverage are to be consumed during use of the facilities. Cooking equipment is not available.
19. Set-up details are strictly the responsibility of those who made the reservation
20. All furniture must be arranged at the end of all programs to the way it was found: chairs returned neatly to racks, tables cleaned, folded and returned to where they were found. Counters must be wiped and left as found. Restrooms must be left neat and clean. Groups that fail to leave the room in its original condition will be charged a fee of \$100 and forfeit the right to use the room again.

Fees and Waivers

Advance reservations are secured upon receipt of a completed agreement and payment of rental fees. *PCL reserves the right to waive fees for community organizations and programs whose mission is consistent with the mission of the Library. Fee MUST be received at PCL at least 7 days prior to the event.*

Fee Schedule

For Peninsula Township Government Entities and PUBLIC non-profit (501c3) organizations – No Fee
(EXAMPLE: Peninsula Township Government, OM Historical Society, etc.)

For Peninsula Township PRIVATE non-profit organizations and all non-profits not based in Peninsula Township- \$75.00
(EXAMPLE: HOA's, The Grand Rapids Historical Society, etc.)

For all others - \$100.00
(EXAMPLES: Company meetings, business, private book clubs, etc.)

For Private Parties involving food - \$175.00
(EXAMPLES: Parties, showers, etc. Food defined as more than coffee & baked goods)

There is no fee for use of the small meeting room. Any damage or excessive cleaning fees apply as mentioned above.

INDEMNIFICATION Individuals and organizations reserving meeting space shall indemnify and hold harmless Peninsula Community Library, its agents and representatives from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of using the meeting or community room, its furnishings or its equipment. Peninsula Community Library takes no responsibility for personal items that are lost, stolen or otherwise missing from public spaces.