

Room Rental Policy

Policy Statement

The Brandon Township Public Library ("Library") welcomes the use of the community room, meeting room, and study room ("Rooms") for activities that reflect our mission and values.

Regulations

The following regulations govern the use of all Library reservable rooms.

- A. The rooms are available to profit and non-profit organizations for meetings and programs. They are not available for private social events such as parties, showers, weddings, or receptions.
- B. The Library and the Friends of Brandon Township Public Library ("Friends") have priority for the use of all rooms. Other reservations will be scheduled on a first-come, first-served basis.
- C. The Library reserves the right to deny room reservations to any group or persons whose mission and values are contrary to those of the Library.
- D. Allowing use of rooms does not connote sponsorship of the event or the organization by the Brandon Township Public Library, nor does it connote an endorsement of any group's policies or beliefs.
- E. Neither the name nor the address of the Brandon Township Public Library may be used as the official address or headquarters of any organization reserving a room, except for the Friends.
- F. Publication of misleading notices and advertisements indicating the Library is sponsoring the contact person or renter's ("Renter") event is prohibited.
- G. Library events may be exempt from the rules in this policy.
- H. Room usage must not interfere with normal Library operations. Users making excessive noise that disrupts normal Library functions or another patron's use of the Library may be asked to leave. This includes conducting the meeting, or any part of the meeting, outside of the Rooms.
- I. The Library reserves the right to cancel reservations due to emergency closures. In this event, the Library will reschedule the event or return any fees.
- J. The Rooms are available only during regular operating hours of the Library, may not be available earlier than the requested reservation, and must be vacated 15 minutes before closing.
- K. The Renter must check in at the Adult Services Desk upon arrival.

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- L. The Room will be held for 30 minutes after the reserved time. If the Renter has not arrived after 30 minutes, the reservation will be forfeited.
- M. All attendees must comply with the Library's Patron Behavior Policy.
- N. All attendees must use the Library's front entrance.
- O. Maximum room capacity limits must be observed.
- P. Compliance with Americans with Disabilities Act provisions is required.
- Q. Materials may not be attached to Library windows, walls, or doors, except in a manner approved by the Library staff.
- R. Materials may not be stored in the room before or after the reserved time unless preapproved by a manager or the director.
- S. Rooms must be left in their original layout and in a clean condition. If not, it may result in suspension of future room reservation privileges.

Fees and Capacity

- A. Each separate room reservation may require payment of a flat fee.

Fees may be waived at the discretion of the Director or designee.

	For Profit	Group/Individual/Non-Profit	
		Non-Resident	Resident
Community Room (capacity depending on set-up 81-130)	\$80	\$20	No Charge
Meeting Room (capacity 18)	\$40	\$10	No Charge
Study Room (capacity 8)	No Charge	No Charge	No Charge

*Resident is defined as a group based in Brandon Township or an individual who resides within the borders of Brandon Township

- B. Payment can be made using a credit card, personal check (payable to "Brandon Township Public Library"), or cash. Verification of non-profit status may be required.
- C. Payment must be made any time after the reservation is confirmed and before taking possession of the reserved Room.
- D. Additional fees may be charged if extra cleaning or maintenance is required after the room is vacated. (See Damages, below.)

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Reserving the Community Room or Meeting Room

- A. Room confirmation will not occur until the Library receives an online reservation form completed by the Renter or Library staff.
- B. The Renter listed on the reservation form must be at least 18 years of age, will be responsible for the payment of any fees, and will ensure that all rules in this policy are followed by the group using the room.
- C. Minors under the age of 18 must be supervised by an adult while using the community and meeting rooms.
- D. Organizations may schedule a room for no more than two dates per month and no more than three months in advance. Inquiries about room availability may be made over the phone or by checking the Library's event calendar online.
- E. The Library must be notified of cancellations 2 BUSINESS DAYS prior to the reservation date. Cancellations made less than 2 business days in advance will result in forfeiture of any reservation fees previously paid.
- F. Information provided by the Renter on the reservation form may be given out as public information to individuals requesting such data.

Reserving the study room

- A. The study room can be reserved on the day of or up to one week in advance. Reservations can be made over the phone or at the Adult Service Desk
- B. The study room can be reserved for an initial reservation of 2 hours. After 2 hours, Renters must check back in at the Adult Service Desk. If the room has not been requested, extensions may be granted in one-hour increments. Renters must check back in at the Adult Services Desk after each additional hour.

Room Layout and Equipment

- A. The Renter will estimate the number of attendees and will select the room layout and required equipment at the time of reservation.
- B. Equipment provided by the Library may not be removed from the Library.
- C. The Library does not guarantee the availability of any equipment.
- D. Last-minute changes may not be accommodated.

Admissions and Sales

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- A. Admission or registration fees are not permitted.
- B. No raffles, collections, fees, sales, or solicitations for sales of goods or services of any kind may occur unless preapproved by the Library Director or designee.
- C. Free-will donations may be requested, but such gifts must not be required for attending the event.
- D. The only merchandising and fundraising activities permitted are Library, Library-approved, or Friends-sponsored sales or events.

Kitchen and Refreshments

- A. A kitchen is available for use by Renters of the community room.
- B. The Renter must provide their own kitchen supplies and leave the kitchen in a clean condition.
- C. The Renter must observe all health codes.
- D. Heating foods with Sterno or flame is not permitted.
- E. The Renter may not use the stove or oven.
- F. All paper supplies, food, and drink refreshments stored in the kitchen are the property of the Library and are not for use by Renters.
- G. The Renter may bring in simple refreshments.
 - a. Wine, beer, and other alcoholic drinks are not permitted without prior approval of the Library Board of Trustees at a public library board meeting.

Damages

- A. The Renter assumes responsibility for all damages to the room incurred during usage.
- B. Costs will include actual repair or replacement costs plus Library staff time.
- C. A minimum of \$25 will be assessed if special cleaning is required.

Liability

The Renter takes the premises "as is" and assumes all risks of injury, including death, to members of the organizations, event participants, and spectators, which might arise from event activities or conditions present within the Library facilities. The Renter of these rooms will agree to defend, indemnify, and hold the Library harmless from any loss, damage, liability costs, and/or expense that may arise during the event or be caused in any way by use of the Library rooms. The Library is not responsible for loss or damage to any exhibits or material left in any room or for the personal property of those attending any meeting.

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