

Brandon Township Public Library

Policy: Meeting Rooms

Section 1: Introduction

The Brandon Township Public Library welcomes the use of its meeting rooms for activities which reflect our mission and values. The Library reserves the right to deny room rental to any group or persons whose mission and values are contrary to those of the Library. Allowing the rental of meeting 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. Neither the name nor the address of the Brandon Township Public Library may be used as the official address or headquarters of any organization renting a meeting room, with the exception of the Friends of the Brandon Township Public Library. Publication of misleading notices and advertisements will be considered a violation of these rules.

Section 2: Available Rooms

Three rooms can generally be reserved by outside groups: the community room, the youth room and the meeting room.

Section 3: Available Hours

The rooms are available only during regular operating hours of the Library. Rooms must be vacated by closing. (See Section 5: Fees, below.)

Section 4: Reservations

Application: An online application must be filed to reserve the use of any meeting room. Inquiries about room availability may be made over the phone. Reservation confirmation will not occur until a completed online reservation form, accompanied by all necessary fees, is received by the Library. Reservations must be made at least 5 days prior to the meeting.

Contact Person or Renter: The Contact Person or Renter (referred to hereafter as "Renter") listed on the reservation application will be responsible for the payment of all fees. The Renter will also be responsible for ensuring that all Room Usage Rules (see Section 7: Room Usage, below) will be followed by the group using the room.

Priority. The Library and the Friends of Brandon Township Public Library have first priority for the use of all meeting rooms. Other meetings will be scheduled on a first come, first served basis.

Eligibility. The meeting rooms are available to profit and non-profit organizations for meetings and programs. They are not available for social events such as parties, showers, birthday parties, weddings, or receptions.

Frequency. Organizations may schedule a room for no more than two dates per month and no more than three months in advance. Library programming will take precedence on the meeting room schedules.

Cancellations. The Library must be notified of cancellations 2 BUSINESS DAYS prior to the scheduled meeting date for the Renter to remain in good standing. All fees will be refunded with proper notification. Cancellations made less than 2 business days in advance will result in forfeit of any reservation fees.

Public Information. Information provided by the Renter on the reservation form may be given out as public information to individuals requesting such data.

Section 5: Fees

Each separate room reservation requires payment of a flat fee.

	For Profit	Group/Individual/Non-Profit	
		Non-Residential	Residential
Community Room (capacity 92)	\$80	\$20	No Charge
Meeting Room (capacity 18)	\$40	\$10	No Charge
Youth Room (capacity 28)	\$40	\$10	No Charge

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

Payment can be made using credit card, personal check (payable to Brandon Township Public Library) or cash. **Verification of non-profit status may be required.**

Additional fees may be charged if extra cleaning or maintenance is required after the room is vacated. (See Section 10: Damages, below.)

Section 6: Room Arrangement and Equipment

The Renter will estimate the number of attendees and request setup and equipment needed at the time of reservation. Renters will select the room arrangement and required equipment that best fits the needs of the function or event at the time of reservation.

No equipment may be loaned by or removed from the Library.

Section 7: Room Usage

The following rules govern usage of all Library meeting rooms.

- All attendees must comply with the Library's Rules of Conduct.
- Rooms are not to be used for social events such as showers, birthday parties, weddings, or receptions.
- All attendees must use the Library's front entrance.
- Room usage must not interfere with normal Library operations.
- Maximum room capacity limits must be complied with.
- Americans with Disabilities Act provisions must be complied with.
- Meeting rooms must be vacated promptly at the end of the reserved time.
- Meeting rooms must be vacated by Library closing.
- Materials may not be stored in the room before or after the reserved time unless preapproved by a manager or the director.
- Rooms must be left in a clean condition. If not it may result in suspension of future room reservation privileges.
- Materials may not be attached to Library windows, walls, or doors, except in a manner as approved by the Library staff.

Section 8: Admissions and Sales

The following rules govern admissions and sales at events:

- All meetings must be free and open to the general public. Admission or registration fees are not permitted. No raffles, collections, fees, sales, or solicitations for sales of goods or services of any kind may occur. Free-will donations may be requested, but such gifts must not be required for attending the event.
- The only merchandising and fundraising activities permitted are library or Friends of the Library sponsored sales or events.

Section 9: Kitchen and Refreshments

- A kitchen is available for use. Renters must furnish their own kitchen supplies and leave the kitchen in a clean condition. Renters may not use the stove or oven. All paper supplies, food, and drink refreshments in the kitchen are the property of the Library and are not for use by renters.
- The Renter may bring in simple refreshments, e.g., coffee, donuts, punch, cookies, cold cuts, fruit, veggies, cheese, crackers, etc. Wine, beer and other alcoholic drinks are not permitted at any time.

Section 10: Damages

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

Section 11: Liability

All organizations using the Library meeting rooms take the premises “as is” and assume all risks of injury, including death, to members of the organizations, event participants, and spectators, which might arise out of the event activities or out of conditions present within the Library facilities. Users 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 meeting rooms. The Library is not responsible for loss or damage to any exhibits or material left in any meeting room or for the personal property of those attending any meeting.