

Room Rental Policy

Policy Statement

The Brandon Township Public Library (referred to hereafter as "Library") welcomes the use of the community room and meeting room for activities which reflect our mission and values.

Regulations

- A. Available Rooms Two rooms can generally be reserved by outside groups: the community room and the meeting room.
- B. Available Hours The rooms are available only during regular operating hours of the Library. Rooms must be vacated 15 minutes before closing.
- C. Reservations
 1. An online application must be filed to use one of the reservable rooms. Inquiries about room availability may be made over the phone. Reservation confirmation will not occur until a completed online reservation form is received by the Library.
 2. The Contact Person or Renter (referred to hereafter as "Renter") listed on the reservation application must be at least 18 years of age and will be responsible for the payment of any fees. The Renter will also be responsible for ensuring that all rules in this policy will be followed by the group using the room.
 3. Payment must be made any time after the reservation is confirmed and before taking possession of the reserved Room.
 4. The Renter must check in at the Adult Services Desk upon arrival.
 5. The Library and the Friends of Brandon Township Public Library have first priority for the use of all rooms. Other reservations will be scheduled on a first come, first served basis.
 6. The 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.
 7. 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 room schedules.
 8. The Library must be notified of cancellations 2 BUSINESS DAYS prior to the reservation date for the Renter to be refunded all fees. Cancellations made less than 2 business days in advance will result in forfeiture of any reservation fees previously paid.

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9. Information provided by the Renter on the reservation form may be given out as public information to individuals requesting such data.
10. 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, 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.
11. 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. 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.

D. Fees

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

	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

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

2. 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.
3. Additional fees may be charged if extra cleaning or maintenance is required after the room is vacated. (See Damages, below.)

- E. Room Arrangement and Equipment The Renter will estimate the number of attendees and will select the room arrangement and required equipment at the time of reservation. **Equipment provided by the Library may not be removed from the Library.**

F. Room Usage

1. The following rules govern use of all Library reservable rooms.
2. All attendees must comply with the Library's Patron Behavior Policy.

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3. All attendees must use the Library's front entrance.
 4. Room usage must not interfere with normal Library operations.
 5. Maximum room capacity limits must be observed.
 6. Compliance with Americans with Disabilities Act provisions is required.
 7. Rooms must be vacated promptly at the end of the reserved time which must be at least 15 minutes before Library closing.
 8. Materials may not be stored in the room before or after the reserved time unless preapproved by a manager or the director.
 9. Rooms must be left in a clean condition. If not, it may result in suspension of future room reservation privileges.
 10. Materials may not be attached to Library windows, walls, or doors, except in a manner approved by the Library staff.
 11. Minors under the age of 18 must be supervised by an adult while using the rooms.
- G. Admissions and Sales 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 unless approved by the library director. 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 Brandon Township Library sponsored sales or events.
- H. Kitchen and Refreshments A kitchen is available for use for renters of the community room. The Renter must provide their own kitchen supplies and leave the kitchen in a clean condition. The Renter may not use the stove or oven. All paper supplies, food, and drink refreshments stored 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.
- I. 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.
- J. Liability The Renter takes 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

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or out of 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.