



MEETING ROOM RESERVATION POLICY

The meeting room at the Allendale Township Library is available without charge for library/township related groups and local non-profit/service organizations and at a charge of \$50 for 4 hours for other organizations and individuals.

The following rules and regulations will govern the use of the meeting room:

- Availability of the room, as well as requests for its use, can be found at our website www.allendalelibrary.org. All reservations must be approved by library personnel before the reservation is considered final.
- The room is available during library hours. Meetings must conclude 30 minutes prior to library closing.
- Full room (up to 80 occupants) or 2 half rooms (up to 40 occupants each) are available for use. Some technology equipment is available for use depending on room reservation.
- If the room is to be used by minors, a request must be made by an adult who will attend the meeting and be responsible for the conduct of those present.
- Activities sponsored or co-sponsored by the library shall take preference in the use of the room.
- Light refreshments are permitted. The user may not serve red drink in the meeting room. The user is responsible for all supplies, preparation, and cleanup. The user is responsible for setting up chairs, tables, furniture, and equipment prior to the meeting and for returning all library property to the designated storage location upon termination of the meeting. The user will not use displays, decorations, or additional furniture that will be destructive to the premises. The room must be left in a clean and orderly condition. Future use may be denied if this is not observed.
- Smoking, vaping, gambling, raffles, lotteries, the use of alcoholic beverages/drugs/tobacco products, and the use of open flames are forbidden.
- Groups must comply with the safety regulations, state laws, and building regulations.
- Cost of damage to the building, furnishings, and equipment beyond normal wear must be paid by the group scheduled at the time of use. The library/township will be reimbursed for any damage to the premises, building, or equipment.
- The user may not assign, transfer, sublet, or charge a fee to others for the use of



the room. • Groups may not publicize their activities in such a way as to imply library sponsorship.

- Payment is due one (1) week prior to the event and may be made at the library circulation desk. If payment is not received the reservation will not be confirmed and the room will be made available to rent to another group. Payment for requests made less than one (1) week prior to the event must be made at the time of the request. There will be no refund for any confirmed reservation that is cancelled less than seven (7) days prior to the scheduled use.

- Exceptions to these rules and regulations may be made at the discretion of the library director. Permission to use the community room does not imply Allendale Library or Township endorsement of the goals, policies, or activities of any group or organization. The Township and/or its agents assume no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups using the facilities. The Township and/or its agents are indemnified against all liability to persons or property on the premises. The user holds the Township harmless of any and all fines, forfeitures, and penalties arising out of the violation of the law. I hereby verify that I have read the meeting room policy and agree to abide by the rules set forth above.

Contact Printed Name/Signature _____

Organization Name _____ Contact Phone # _____

Date _____ Contact Email _____