

MEETING ROOM POLICY

The White Cloud Community Library, in accordance with the Michigan Public Accommodation Act, allows its Meeting Room to be used only by those groups whose membership is open to all, without restriction or discrimination based on race, sex, or religious creed.

GROUP AND INDIVIDUAL QUALIFICATIONS:

- ☞ Limited to non-profit groups or individuals
- ☞ Public meetings of general interest may be held by any service group or organization:
 - Neighborhood improvement groups or associations
 - White Cloud area service clubs
 - Girl Scouts
 - Boy Scouts

COMMENTS:

With the exception of Library sponsored activities (which always take precedence), the use of the Meeting Room by any one individual, group or organization shall be limited to once per month.

No selling parties or fund-raisers, with the exception of published authors using the area for book signings and/or book talks.

A group, individual or organization misrepresenting itself as to name and/or purpose when using the Meeting Room will not be allowed to use the room again.

AVAILABLE TIMES:

During Library hours:	Monday and Wednesday	9:30 - 7:00
	Tuesday, Thursday, Friday	9:30 - 5:30
	Saturday	9:30 - 1:00

After Library hours and week-ends: Not to exceed 11:00 pm.
Hours must be approved by Library Director or Library Board.

MEETING GROUP SIZE:

Up to 25 persons when using tables and chairs

Up to 49 persons when using just chairs

(These are Fire Marshall limits for room size. 1999)

MEETING ROOM FEES: (excluding service groups and organizations)

A refundable \$25 deposit fee (separate check or cash) is charged all individuals for clean-up.

A rental fee of \$10 per hour is charged individuals for private parties. (examples: baby showers, bridal showers, depositions, supervised visitations, etc.)

These fees include use of the Meeting Room, tables and chairs. All other materials are the responsibility of the user.

Fee payment must be made to Library personnel before use of room.

Repeated cancellations may result in denial of further Meeting Room privileges.

No selling parties, no fund-raising, and no admission charges are allowed when using the Meeting Room.

SUPERVISION AND RESPONSIBILITY:

The group, individual or organization using the Meeting Room shall provide adult supervision at events held for children. Failure to do so will result in immediate termination of room use.

The supervisor must be in attendance while the Meeting Room is being used, including all set-up and clean-up operations.

The group, individual or organization must return the Meeting Room to its original state following meeting and cleanup.

Any damage to the building or furnishings shall be reported to the Library Director immediately, with appropriate remuneration made. (See CLEAN-UP/STORAGE OF MATERIALS)

BEVERAGES, FOOD, DECORATIONS AND NO SMOKING:

Light refreshments (cookies, doughnuts, etc.) may be served.

Food, other than light refreshments, shall not be served without prior approval of the Library Director.

Because of permanent stains, Red and Purple colored beverages are NOT allowed. Nor are alcoholic beverages allowed, either in the building or on Library grounds.

NO SMOKING allowed in the Library building or on library grounds.

No decorations are permitted that leave a residue, either attached to walls or hung from the ceiling, due to Fire regulations.

CLEAN-UP/ STORAGE OF MATERIALS:

The group, individual, or organization using the Meeting Room is responsible for set-up (chairs, tables, etc.) and clean-up.

The Library collects a \$25 deposit for clean-up. In the event of improper clean-up or damage to room or its contents, the deposit will be kept by the Library. Should the Meeting Room clean-up or damage costs be a higher cost than the collected deposit, the Library reserves the right to collect additional funds to pay for damages.

Groups may not set-up the day before, nor clean the following day. The room must be cleaned prior to vacating the Meeting Room.

All garbage and refuse is to be removed from the premises as part of clean-up. (NOT left in the Library's garbage container.)

Groups using the room may not store materials therein.

LIABILITY:

The White Cloud Community Library is NOT responsible for theft or damage to personal property, or for personal injury.

The Library has posted a permanent notice near the Meeting Room, stating that the Library does not advocate or endorse the viewpoints of the meeting or the Meeting Room users.

MAKING RESERVATIONS:

Reservations will be accepted on a first-come, first-served basis.

All requests need approval of the Library Director and/or Library Board. Approval is contingent upon room availability, and past experiences with the group, individual, and/or organization.

Reservations must be made during normal business hours of the Library. A Meeting Room reservation request form must be completed and the Rules and Regulations document signed.

NOTIFICATION:
THESE REGULATIONS MAY BE ALTERED OR ADDED TO BY
THE WHITE CLOUD COMMUNITY LIBRARY BOARD AT ITS
DISCRETION.

(September 1998 last updated 4/13/05)

RULES AND REGULATIONS DOCUMENT

I hereby acknowledge that I have read, understand, and will comply with the Rules and Regulations pertaining to the use of the White Cloud Community Library Meeting Room.

Supervisor: _____

Group name: _____

or

Individual: _____

Director, _____

White Cloud Community Library

or

Board Member, _____

White Cloud Community Library

WHITE CLOUD COMMUNITY LIBRARY
MEETING ROOM RESERVATION REQUEST
231-689-6631

Requested Date: _____

Time of Day: (Start) _____ (Finish) _____

Organization or Individual:

Address: _____

Phone: _____

Nature of Activity: _____

Expected Number in Group: _____

Adult Supervisor in Charge: _____

Address: _____

Phone: _____

FACILITY RENTAL FEE

(\$10 per hour) Paid in Advance _____

Deposit: (\$25, separate check or cash)
Paid in Advance _____

Date Issued _____

Signed: Director, _____
White Cloud Community Library

Signed: Adult Supervisor: _____

Group Name: _____
or
Individual: _____

(Board approved 3-8-00, updated 4-12-00)