

Huntington Woods Library Meeting Room Rental Agreement

Today's Date _____

Group Name _____

Phone Number _____

Organization Address (if applicable) _____

Authorized Representative _____

Address & Phone Number *if different from above* _____

Meeting Date Requested _____

Nature of Meeting _____

Meeting Time Set up will begin at _____

Clean-up will end at _____

Projected Attendance: _____

Woods Gallery and Knox Room \$50 usage fee ____

Friends Room \$30 usage fee _____

The following seating and table arrangements are desired: *(A diagram can be obtained when the contract is signed.)*

Set up required _____

RENTAL CHARGE

Room Charge _____

TOTAL COST _____

Please submit completed application form to the Library Director at least two weeks prior to your requested meeting date at Huntington Woods Public Library, 26415 Scotia Rd., Huntington Woods, MI 48070. You may also fax it to 248.543.2559 or email it to ahage@huntington-woods.lib.mi.us. The room payment is due when the room rental agreement is submitted.

I have completely read and fully understand the policies, rules, and disclaimers pertaining to the use of the Huntington Woods Library meeting room. I agree to be responsible for complying with them and making all payments as called for herein.

_____ Signature /Date

For Office Use Only: Approved Yes No

Method of Payment: CHECK NO. _____ CASH _____

Total Amount due: _____ Payment Received on _____

Staff Signature _____ Date _____

Huntington Woods Library Meeting Room Rental Agreement

Meeting Room Policy

The primary functions of the meeting rooms at the Huntington Woods Library are to support library programs and activities. Therefore, library sponsored programs and the programs of the Library's affiliated organizations will always be given first priority in the reservation of meeting room space. Second priority will be given to other municipal agencies of Huntington Woods and other governmental agencies. Nonprofit community groups will be given third priority. A nonprofit community group is defined for this purpose as an entity based in the City of Huntington Woods, with a membership of at least 50% Huntington Woods residents engaged in educational, cultural, intellectual, or charitable activities. (A roster of active members with current address may be requested by the Library Director). The meeting room is not available to organizations or individuals based outside of Huntington Woods, commercial enterprises or for private social functions. Subject to First Amendment rights, they may not be used for any purpose deemed to be inimical to the interests of the residents of the City of Huntington Woods.

Reservation of Meeting Room

The Library has three public meeting rooms—two rooms with a capacity for 75 people and a third with a capacity of 15 people, available for reservation by nonprofit community groups (applicable fees apply).

Room rental is limited to once every 30 days for non-profit community groups.

You may use the reservation form above or get one in the library at the Circulation Desk. The application form must be submitted in duplicate to the Library Director in person, by fax at 248.543.2559 or via email at ahage@huntington-woods.lib.mi.us at least two weeks in advance of the requested meeting.

The signer of the meeting room application is responsible for the orderly conduct of the group. In the event of any damage to library property and/or equipment, that individual will be liable. It is also the responsibility of the signer of the meeting room application to inform the Library Administration if a meeting is cancelled. In order to receive a refund, notice of cancellation must be received at least three days prior to the scheduled event. The Library reserves the right to deny future use of the meeting room to organizations that fail to notify the Library of cancellations or frequently cancel meetings.

Fees for the Use of Meeting Rooms

Meeting room fees will not be charged to Library affiliated organizations or governmental agencies. All other groups will be charged a usage fee. Please refer to the Library's Fee Schedule for current costs.

All fees must be paid when the room rental agreement is submitted

Meeting Space Cost

Woods Gallery \$50

Knox Room \$50

Friends Room \$30

Hours of Use

The meeting rooms are available for use during the library's normal operating hours.

Fall, Winter Spring Hours

Monday-Thursday	Saturday	Sunday
10:00 AM to 8:45 PM	10:00 AM to 4:45 PM	1:00 to 4:45 PM

Summer Hours

Monday-Thursday	Friday
10:00 AM to 8:45 PM	10:00 AM to 4:45 PM

Set-up of the meeting rooms will be done by the library personnel prior to the event. The library will not open prior to its normal hours of operation for room set-ups.

Additional Rules for the Use of Meeting Rooms

The following additional rules apply when using a library meeting room:

- Groups may not use the Library's name, address or telephone as their official address or contact information.
- Groups may not publicize their activities in such a way as to imply Library sponsorship. All publicity must explicitly state that the Huntington Woods Library does not endorse the policies, beliefs, or activities of the sponsoring group.

- The meeting room is to be used for the stated purpose only.
- Groups may not charge admission fees for a meeting room event.
- Individuals may not smoke, consume alcoholic beverages, or cook in the meeting rooms.
- Modest refreshments may be served by prior arrangement. (The organization must furnish its own refreshments, cups, plates, silverware, and the like and leave the room in good condition.)
- Groups may not hang signs, posters, displays or other decorations in the meeting rooms.
- If the room is to be used by minors, application must be made by an adult who will attend the meeting and be responsible for the conduct of those present.
- Bingo and other games of chance are not permitted.
- Use of the meeting room shall not conflict with normal Library operation or with Library sponsored meetings, programs, or activities. The Library will not open for room set-up prior to 10:00 AM.
- Groups will adhere to the Library Code of Conduct and keep noise levels consistent with the proper atmosphere of the Library at all times.

Denial of Meeting Room Privileges

No group will be permitted use of a meeting room if that use poses a potential disturbance to the normal operation of the Library (e.g. excessive noise, a safety hazard, or a significant security risk). The Library Director may also deny the use of meeting rooms to groups that violate meeting room policies.

Disclaimers

Permission to use a meeting room does not imply Library endorsement of the goals, policies or activities of any group or organization.

The Library is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the Library. In addition, the Huntington Woods Library Board, the City of Huntington Woods, its officers, agents and employees are not to be held liable for any and all claims of injuries, including death, damages or loss, which may arise in connection with a meeting held on library property.

Approved by the HW Library Advisory Board 03/20/2017