

Clara C. Cheyne Room Use Guidelines

The Clara C. Cheyne Room of the Byron Township branch of Kent District Library is available without charge during library hours to Township residents. The room may be used by non-profit organizations and groups that are organized for educational, cultural or civic purposes. First priority for room use will be granted to the library for its function and to other Township sponsored activities. The room shall not be available for commercial activities or parties.

1. The room may be reserved following the schedule below:

Booking can start on **November 1** for the months of December, January and February.

Booking can start on **February 1** for the months of March, April and May.

Booking can start on **May 1** for the months of June, July and August.

Booking can start on **August 1** for the months of September, October, and November.

2. Application for use of the room must be filled out prior to the reservation being made. A new application must be completed each fiscal year.

3. Room may only be scheduled during library open hours. We ask that occupants plan to vacate the room 15 minutes prior to closing.

Monday-Wednesday: 9:30 AM – 8:00 PM

Thursday: 12:00 – 8:00 PM

Friday & Saturday: 9:30 AM – 5:00 PM

4. The maximum number in the meeting shall not go over 65 people and the group shall not disturb library users with noise.

5. Food and beverages are allowed but limited to coffee/tea and cookie/donut type snacks. Hot plates, crock pots, portable stoves, etc. are not permitted. All utensils/equipment for serving food or beverage must be provided by the occupants.

6. The library cannot provide free storage space to any group.

7. The room must be cleaned with the space put back as it was found prior to vacating.

8. Children SHALL NOT be left unattended in the library by any group participant.

9. Any damage to the building, grounds, or its contents shall be paid for by the applicant.

10. The Township is not responsible for theft of personal property.

11. Occupants must adhere to all Library Patron Responsibility guidelines.

12. In the event of an emergency closure, the room will not be available, however, we will make every effort to reschedule in a timely fashion.

13. The Township of Byron, its Township Board, its officials and its employees shall be held harmless and not liable in the event of accident or injury to the members of any group or their guests who use the meeting room under the above stipulations.

Clara C. Cheyne Room Reservation Form

Group Name: _____

Number in Group (Approx.): _____

Township Resident Name (Registrant): _____

Phone Number: _____ Email: _____

Address: _____

Purpose of Use:

I have read and agree to the room use guidelines:

Signature: _____ Date*: _____

Print Name: _____

* Form will be retained for 1 year from date noted. For continued use after that date, a new form must be completed.