

# Caledonia Township Library History Room Use Regulations

## Group Qualifications

The Local History Room shall be available to groups, clubs and organizations in the following order of priority:

1. Library and Township sponsored activities. These programs have precedence over other meetings.  
Groups may occasionally be notified to reschedule their meetings to avoid a conflict.
2. Caledonia Township Non-Profit Groups.
3. Caledonia Township profit groups using the room for meetings, not the selling of goods or services to the public.
4. The Local History Room is not available for personal entertaining such as showers, anniversaries, receptions, graduations, etc.

## \*\*\*Available Times for Meetings

*The Local History Room is available on Mondays from 9:30-7:45 PM, Tuesdays and Thursdays from 12-7:45 PM, and Wednesdays and Saturdays from 9:30-4:45PM if no library or township activity is scheduled*

## Meeting Room Size

Group size will be limited to 20 people.

## Making Reservations

1. Reservations can be made over the phone or in person.
2. In the case of repeated use, each date must be registered on the application.
4. The Library reserves the right to deny any application or to cancel or reschedule any reservation.
5. In the event of a cancellation, library staff is to be notified at least 24 hours in advance. Failure to do so may result in denial of further Local History Room privileges.

## Food and Beverage

1. No food is permitted in the Local History Room. Soft drinks, coffee or water may be consumed, but no red beverages are permitted.
2. The use of alcoholic beverages or smoking in the library, restrooms, History Room or on the library grounds is prohibited.

## Supervision and Responsibility

The person signing the application is responsible for compliance with all rules and regulations.

## Liability

Kent District Library and Caledonia Charter Township are not responsible for theft of personal property. The Local History Room is available without regard to ideology. The Library does not sponsor, advocate, nor endorse the position or ideology of the Local History Room's users or the meetings' content.

Updated 1/7/16

I HEARBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE  
RULES AND REGULATIONS PERTAINING TO THE USE OF THE CALEDONIA TOWNSHIP LIBRARY  
LOCAL HISTORY ROOM

Applicant \_\_\_\_\_

Library Staff Member \_\_\_\_\_

Date \_\_\_\_\_

**Meeting Room Reservation Request**

Name of Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Description of Group \_\_\_\_\_

Date and Time Requested \_\_\_\_\_ Used Room Before (Y/N) \_\_\_\_\_

I have read and agree to abide by the Caledonia Township Library Local History Room Rules and Regulations.

Signature of Contact Person \_\_\_\_\_

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