

KDL Grandville Branch Program Room Rental Use Regulations

Group Qualifications

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

1. Library and City sponsored activities. These programs have precedence over other meetings. Groups may occasionally be notified to reschedule their meetings to avoid a conflict.
2. Grandville Non-Profit Groups.
3. Grandville groups using the room for meetings, not the selling of goods or services to the public.
4. Other groups for meetings, not the selling of goods or services to the public.

******The Program Room is not available for personal entertaining such as showers, anniversaries, receptions, graduations, etc.***

Meeting Room Availability

The Community Room is generally available Monday and Thursday from 9:30-8pm and Friday and Saturday from 9:30am-5pm.

Meeting Room Size

Group size will be limited to 45 seated (using chairs only) and 20 when using tables and chairs.

Making Reservations

1. Written application must be made ***at least one week prior to date of use***. Bookings may be made 3 months in advance. Applications are available at the library Information Desk and online @ www.kdl.org then go to the Grandville Library page.
2. In the case of repeated use, each date must be registered on the application. No more than 12 bookings per year.
3. Rental fees are to be paid to the library during open hours, at least 24 hours prior to the event. The room is not reserved until the rental fee and deposit (if required) are collected.
4. The Library reserves the right to deny any application or to cancel or reschedule any reservation.

Community Room Rental Fee

1. No rental fee shall be charged for Library or official City activities.
2. Rental charges will be paid at the library Information Desk. Payment must be made in cash or by check. Rental charges for all other groups or organizations shall be:
 - a. \$20.00 for Grandville tax payers use - four (4) hours or less
 - b. \$25.00 for other groups use - four (4) hours of less
 - c. \$40.00 for use more than four (4) hours**(checks should be made payable to the City of Grandville)**

3. A \$40.00 security deposit will be required when the room is used more than four (4) hours and/or food (bagged or boxed lunch) is served. The deposit will be returned after library staff has determined that the room was left in good order.
4. Rental Fee includes the use of the Community Room, tables, and chairs. Wifi is available but users must provide their own devices and equipment.
5. In the event of a cancellation, the Branch Manager is to be notified at least 24 hours in advance. Failure to do so may result in denial of further Community Room privileges.

Use of Program Room and Clean Up

1. No loud music, rowdiness or messy activities.
2. Groups are responsible for their own set up and clean up and must return the room to the way they found it. In the event of improper clean up or damage to the room and contents, the person reserving the room shall forfeit the security deposit (if required) and shall be liable for all clean up and repair/replacement costs.
3. Time for setup and clean up shall be included within the reserved time.
4. Library personnel will not assist with set up or clean up.
5. **Failure to abide by the regulations; failure to return the room to its former state; improper cleanup or damage to the room or contents may prevent that group from renting the room again.**

Food and Beverage

1. Refreshments shall be limited to such items as coffee, soft drinks (soda but no red punch or red soda) light snacks and bagged or boxed lunches.
2. The use of alcoholic beverages or smoking in the library, restrooms or Program Room is prohibited.

Supervision and Responsibility

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

Liability

Neither the Kent District Library nor the City of Grandville is responsible for theft of personal property.

The Program Room is available without regard to ideology. The Library does not sponsor, advocate, nor endorse the position or ideology of Community Room users or the meetings' content.

Groups sponsoring public meetings must make their sponsorship clear in publicity; in no way must it appear that the library or city is sponsoring the activity.

**KDL Grandville Branch
Program Room Rental Agreement**

I have read, understand and will comply with the rules and regulations pertaining to the rental of the Program Room. **Failure to comply or damage to the room or contents may prevent future rentals.**

Name of Group _____

Purpose of meeting _____

Contact Person _____

Applicant (if other than contact) _____

Address _____

Phone _____ email _____

Date(s) Requested _____ Time _____

Used Room Before? Yes _____ No _____

I have read, understand and will comply with the rules and regulations pertaining to the rental of the KDL Grandville Branch Program Room.

_____/_____
Signature of Contact Person / Date

_____/_____
Signature of Branch Manager / Date

\$_____ Rental Amt Date Pd _____

\$_____ Deposit Amt Date Pd _____ Refunded _____

Please make checks payable to the City of Grandville

Updated 9/2014