DELTA TOWNSHIP DISTRICT LIBRARY
ROOM USE POLICY

The rooms at the Delta Township District Library are available without charge to non-profit organizations for recreational, cultural, and civic purposes. Rooms are not available for religious services, partisan politics, business use, or purely social occasions. The Delta Township District Library, Friends of the Delta Township District Library, and Delta Township are referred to below respectively as "Library", "Friends", and "Township".

The policy for the use of the rooms is established by the Library Board and subject to change at any time.

1. A library card is required to reserve a room. *All Rooms*

2. The program and meeting needs of the Library will take precedence over room requests by other community groups. *All Rooms*

3. No fees, donations, or charges may be accepted in connection with any room usage. *All Rooms*

4. Literature may be distributed but no items may be sold. The only merchandising activities permitted are Library, Friends, or Township sponsored sales or activities. *All Rooms*

5. Library staff or library patrons may need to access collections and may need admission to the room. *All Rooms*

6. The Library shall not be held liable for any injury sustained or damage done related to the use/misuse of equipment and/or facilities. The program planner is responsible for making program attendees aware of this policy. *All Rooms*

7. Meetings that may disturb regular library functions are not permitted. Activities of the group are limited to the room reserved. Applicants agree to be responsible for the orderly behavior of their participants and be responsive to the directives of Township or Library staff. *All Rooms*

8. Groups wishing to use the room must submit an application signed by the supervising adult at least twelve hours in advance and not more than sixty days prior to the scheduled meeting. *All Rooms*

9. Hours of scheduling shall include the total time involved in the meeting, from the time the organization requires the room for assembling or other purposes, to the time the room is vacated. The room will be available during regular Library open hours and must be vacated 15 minutes before the Library closes. *All Rooms*

10. Any application may be rejected, or previously granted permission withdrawn, at the discretion of the Library Board or the Library Director. *All Rooms*

11. The Township and/or Library's name may not be used for any purpose other than to indicate location of the program. *All Rooms*

12. The fact that an organization is permitted to meet at the Library does not constitute an endorsement of the organization's beliefs by the Library, Staff, Library Board or Township Board. *All Rooms*

13. All users of the Library's facilities agree to comply with all applicable laws and local ordinances.

    - The library building and grounds are smoke free.
    - Each group is responsible for ensuring the attendance at its meeting does not exceed the maximum occupancy for the meeting room as set by the Fire Marshal.
    - The use of alcohol for a non-Library sponsored event is only allowed with approval from the Library Director and such approval must be requested one month in advance of the event. A signed Alcohol Beverage Permit must be on file before the event.

14. Room setup is the responsibility of the applicant. The room must be returned to its original condition after use. Items to be displayed may not be tacked, taped or attached in any way to the walls or moldings. Any group that damages library property will be liable for costs incurred in connection with such damage and may lose the privilege of using meeting rooms in the future. *All Rooms*

15. The Library is not responsible for theft or damage to property brought into the room. *All Rooms*

16. Items left in the room will be held in the lost and found for one month. Any perishable items will be discarded. *All Rooms*

17. Placemats will be provided and must be used to protect the table. *McLean/Board Room*

18. Cancellation of meeting room reservations should be made prior to the scheduled start time. At least 24 hours' notice is appreciated. Failure to notify Library of cancellation may result in denial of future requests. *All Rooms*

19. Failure to arrive within 15 minutes of the reservation starting time may result in forfeiture of the remaining reserved time. *All Rooms*

20. Failure to abide by this policy, and the rules and regulations of the Library, or misrepresenting the intended use of the room will result in denial of subsequent use privileges. *All Rooms*

21. The Library has the right to limit or deny food and drink on an individual basis. *All Rooms*

22. Kitchen Use. *Elmwood Room*

    a. The kitchen is available to prepare light refreshments and coffee or catering but it is not licensed for food preparation.

b. The following equipment is available in the kitchen: microwave, sink, electric range, oven, refrigerator, freezer, and dishwasher. No coffee service, dinnerware, flatware, stemware service pieces or linens are provided.

c. Caterers are to arrive, depart, and pick up their equipment only during scheduled reservation times.

d. All garbage is to be bagged and deposited in the kitchen upon completion of clean up. Bins for recyclable items are also available.

23. Groups wishing to use the Elmwood Room after the Library closes should call the library at 517-321-4014 to ask for an After-Hours Policy and check availability. With 30 days prior notice, the Elmwood Room may be available until 8:45 p.m. Monday through Thursday.