

## New Buffalo Township Library Room Use Policy

Governments and Non-Profit 501C3 Organizations located within the New Buffalo Township Library service areas of the City of New Buffalo, New Buffalo Township, or Chikaming Township will be permitted to rent The Pokagon Fund room:

Government and non- profits (501-C3) in our service area no charge for under 25 people 2 hours.

Government and non- profits (501-C3) in our service area \$50 over 25 people 2 hours. \$25 per each hour over.

All groups \$50 fee for AV equipment, \$50 room clean up if food is served.

Special requests should go to the Director or Assistant Director.

Please note that we do not accept reservations for party type functions. We do not publicize for private events or organizations the library is not sponsoring. The Pokagon Room is not available on Wednesdays.

### 1. Application

- a. Application must be made in person to the library with deposit, as described in the agreement, for reservation of the room. The Director will have the right to deny application and reserves the right to cancel for inclement weather. Any and all fees are stated in the Pokagon room use agreement.
- b. The Library must be notified about cancelations as soon as possible. Reservations will be held for one-half hour past the scheduled time before the room is released for other uses or closed. A refund for a paid reservation will be made if canceled within 2 weeks of the scheduled event.
- c. Persons 18 years or older may reserve the Pokagon room at least 3 weeks prior, but no more than 1 year prior to the event or meeting.
- d. Programs which are open to the general public must be open to all and must be non-soliciting.
- e. Persons filling out the agreement form will assume full responsibility for damages to the facility or equipment. Groups using the community room must not disrupt the normal functions of the library.
- f. Clubs or organizations using the Pokagon Room on an ongoing basis must agree that any library function will take precedence. The Library is not able to

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guarantee that a particular time slot will continue to be available to any organization. Long term reservations can be made up to one year in advance. Continued use requires submission of a new application.

- g. Groups including minors must be supervised by at least one responsible adult 18 years of age or older. A responsible adult must apply for, sign and take responsibility for the reservation and event or meeting.

### 2. General Use Rules

- a. The fact that a group is permitted to meet at the library does not in any way constitute endorsement of the group's policies or beliefs by the library staff or board. Groups are prohibited from making statements that indicate library sponsorship.
- b. For meetings and events a Library staff member will be assigned and will be in charge of any equipment or use of the kitchen area. The staff member must connect all electronic equipment of any participant.
- c. The kitchen area is not meant for cooking but rather to provide a convenient space for preparation and serving refreshments. The kitchen area must be requested on the application form.
- d. A \$50 fee will be charged to any group serving refreshments
- e. Sales of services and products are prohibited. Non-profit groups are permitted to sponsor classes or events and charge to cover costs and fees. Donations for services can be accepted at the discretion of the Library Director and/or Library Board. Author events such as book purchase during book signings is allowed.
- f. Groups may not exceed the capacity of the Pokagon room (100) and patio area (25).
- g. Events and meetings are limited to the Pokagon Room, bathrooms, lobby and Patio, if requested.
- h. All equipment, table and chair set up will be done by Library Staff. The room must be cleared out of all event supplies and left in a clean, orderly condition. Bathrooms, lobby and patio, if requested, must be left in the same condition as found, neat and orderly.
- i. Materials may not be attached to walls, windows, doors or furnishings except at the direction of library staff. Promotional or informational materials may not be

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left in the Pokagon room and the library contact information may not be used in any informational material.

- j. All displays, including the display case, must be approved by the library director or library board if requested by the director.
- k. Meeting and event timeframes include set up and breakdown times. Do not arrive before your scheduled time. The responsible party for the group must ensure the event or meeting begins and ends as scheduled.
- l. Events must end by 10 pm. During library hours the Pokagon Room must be completely vacated 10 minutes prior to library closing time.
- m. The Library will not promote or publicize any event that it does not sponsor.

### 3. Prohibited Uses

- a. Gambling and use of alcohol, tobacco, illegal drugs, weapons and firearms are prohibited on library property.
- b. The use of candles, grills, or any combustibles is prohibited.

### 4. Liability

- a. The Library is not responsible for injury to people, damage to their property, or loss of property belonging to individuals or groups using the conference room.
- b. The library does not accept liability for groups or individuals using the Pokagon room, bathrooms, lobby or patio. This includes injuries and loss of personal property. The library will be held harmless against any lawsuits, actions brought against the library by a user.

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### **Larry Bubb Conference Room**

1. The Larry Bubb Conference Room is available free of charge during library hours.
2. The Library's right to schedule this room for its own use takes precedence.
3. Anyone wishing to use the Larry Bubb Quiet Study Room must sign up at the Circulation desk or call ahead for availability and reservation. You must sign out when you are finished using the room.
4. The room will be scheduled in two hour blocks. Additional time may be added if scheduling permits. The room can be reserved up to one week ahead.
5. The library reserves the right to reassign the room if the person reserving the room is one half hour late.
6. Any group using the room must not exceed capacity of 8 people.
7. Noise must be kept to a reasonable level and disruptive behavior is not allowed.
8. The room must be left in a clean and orderly condition.
9. Library staff will monitor any equipment needed.
10. The Conference Room must be completely vacated 10 minutes prior to library closing hours.