

# Hastings Public Library

## Community Room Policy

### **Purpose**

As a community service, the Library makes its Community Room & Patio available for use by the public when it is not being used for library-related activities.

### **Community Room/Patio Use**

1. The public may use the Community Room/Patio for meetings, private events, or to present programs for the general public.
  - a. Groups using the Community Room/Patio must not disrupt the normal functions of the Library.
  - b. Use of the Patio must be specifically requested when making a reservation.
2. All groups should reserve the room at least one (1) month and no more than five (5) months in advance via the online reservation system on the Library's website. Reservations for after-hours use should be requested three (3) months in advance.
3. Groups may telephone to check on room availability, but space is not held until the online reservation is requested. Space is not guaranteed until the reservation request is approved.
  - a. The reserving person assumes full responsibility for any damages to the facility or equipment. This person may not be less than 18 years old.
  - b. There may be a fee for use of the Community Room/Patio. All applicable fees and deposits should be paid as soon as possible, but must be paid to the Library no later than one (1) week prior to the event.
  - c. Library-related activities will be given priority when rooms are being scheduled.
4. The library must be notified about cancellations no later than twenty-four (24) hours prior to daytime events or seventy-two (72) hours for after-hours events. All money is refunded if appropriate notice is given.
  - a. For events during normal Library business hours: If 24-hour (24) notice is not given, a \$10 cancellation fee may be charged or withheld from deposits and the library has the right to re-rent the room.
  - b. For after-hours events: If a 72-hour (72) notice is not given, a \$50 cancellation fee may be charged or withheld from deposits and the library has the right to re-rent the room.
5. The Library reserves the right to cancel any reservation due to conditions described in the library closing policy, i.e. inclement weather. In such an event, all fees will be refunded.
6. Beer and wine may be served at private events under these conditions:

# Hastings Public Library

## Community Room Policy

- a. No alcohol can be in the building or served until the Library closes to the public.
  - b. Private events with no admission fee can serve beer and/or wine with no special license or insurance requirements. The private party/business' insurance covers liability for the event.
  - c. Private events charging any admission which includes access to beer and/or wine, or directly selling beer and/or wine, must provide HPL proof of an insurance rider for alcohol sales and a copy of a State of Michigan issued liquor license authorizing sale of beer and/or wine. Both documents are needed one (1) week prior to the event or alcohol will be prohibited from being served.
7. The Library has tables and chairs available for groups to use.
- a. If set-up is needed, it should be detailed when making the online reservation.
  - b. If set-up is not indicated on the reservation application, library staff will not leave their assigned duties to assist in set-ups.
  - c. The room divider may not be moved without staff present.
8. Library audio/visual equipment use must be requested on the reservation application.
- a. Library films used must be obtained for use through normal library circulation procedures.
  - b. Staff will be responsible for set up and turning on/off all Library audio/visual equipment.
9. Meetings may not begin before the Library opens for normal business and must be concluded fifteen (15) minutes before the Library closes (except approved after-hours events).
10. Use of the Community Room/Patio is subject to the general policies of the Library.
11. Approval for use of the Community Room/Patio is at the discretion of the Director.

### **Rules and Responsibilities:**

1. Hastings Public Library provides smoke-free facilities and grounds.
2. Alcoholic beverages are prohibited in the Library except beer & wine at approved after-hours events.
3. The storage of any materials in the Community Room is prohibited unless the group has made prior arrangements with the library staff.
4. The kitchenette is used solely for library programming/activities unless otherwise arranged. Approved kitchenette use only includes warming or reheating of food. No cooking is permitted.
5. Refreshments provided must be eaten inside the Community Room or on the Patio.
6. **Adult supervision is required when children under 18 are using the room.**

# Hastings Public Library

## Community Room Policy

7. Normal operation of the Library is not to be disrupted by users of the Community Room/Patio.
8. Groups may not exceed the capacity of the Community Room/Patio maximum capacity.
9. Users of the Patio must not walk on the planted area.
10. Users of the Patio must stay off the wall and must not use the wall as a countertop.
11. All objects must remain within the confines of the Community Room/Patio.
12. Materials are not to be attached to walls, windows, doors, or furnishings unless authorized by Library staff.
13. Promotional or informational materials may not be left in the Community Room and the name, address or telephone number of the Hastings Public Library may not be used as the contact person in any informational material.
14. Groups are prohibited from making statements that indicate library sponsorship.
15. Parking is available on State St., in the Library parking lot, in the city lot by the fire station, and at Thornapple Plaza across from the Library.
16. Violations of this policy will result in cancellation of Community Room privileges.
17. The Library is not liable for injuries to people, damage to their property, or loss of property belonging to individuals or groups using the Community Room/Patio.
18. The library reserves the right to refuse reservation of the Community Room/Patio at the Director's discretion.
19. The Library will maintain statistics on meeting room use.
20. Groups must adhere to all other published Library rules and policies.

### **User/Renter Responsibility:**

1. Room set-up if not performed by staff. Staff will handle all A/V setup.
2. Providing all food service products including cups, flatware, and plates.
3. No food may be cooked in the community room, but the stove and microwave may be used for warming food. Refreshments or meals must be carry-in. Coffee or punch may be prepared using renter's supplies. No RED, PURPLE OR BLUE punch/drink allowed.
4. Supplies may not be stored in the community room without prior agreement with the Library Director.
5. Coffee maker and minimal refrigerator space are available for use and must be emptied and cleaned out after each use.
6. Items from the Community Room/Patio may not be taken outside of the Library.
7. Trash must be collected and left by the community room doors completely tied up.
8. Tables, chairs, counters, and floors must be cleaned.

# Hastings Public Library

## Community Room Policy

9. The cleaning deposit will be refunded after two (2) BUSINESS days if all the above responsibilities are met. No refund will be given in the event that cleaning is required by library staff after room use. Deposits must be picked up within thirty (30) days of notification or they will be forfeited.