

ALVAH N. BELDING LIBRARY ♦ 302 E MAIN ST ♦ BELDING, MICHIGAN 48809
616-794-1450 ♦ Fax 616-794-3510

APPLICATION FOR USE OF LIBRARY COMMUNITY ROOM BY EDUCATIONAL, CIVIC, OR NON-PROFIT ORGANIZATIONS

Name of Group or Organization: _____

Contact Person Name _____ Daytime Phone of Contact Person: _____

Email of Contact Person: _____ Fax Number: _____

Address (including street, city, and zip/ *PO Box only – not acceptable*) _____

Please indicate type of organization (*Circle one*): Educational Civic Other Non-profit

Mission or purpose of your organization: _____

Mission or purpose of your event: _____

Are you affiliated in any way with a business, corporation or other for-profit entity? (*Circle one*) Yes No

Date(s) requested: _____ Day(s) of the week: _____

If this is a request for regular, on-going meeting dates, circle the months for which the dates are being requested:

Note: Requests must be renewed each quarter.

JAN	FEB	MAR	APR	MAY	JUNE
JULY	AUG	SEPT	OCT	NOV	DEC

Time of Day Requested: from _____ to _____ (*Include the time you will need for preparation & clean-up*)

Room Requested: North Room _____ South Room _____ Entire Room _____ Anticipated attendance: _____ (See Rules for Capacities)

By my signature below I, (*print name*) _____ acknowledge receipt of the Rules and Regulations of the Alvah N. Belding Library Clubroom on behalf of the organization named and agree to comply. My organization and I accept full responsibility for the event & for persons attending our event in the library clubroom during the time requested and will compensate the library accordingly for any misuse of the room or furnishings.

Signature: _____ and Email address: _____
Signature required for request to be considered

Equipment available for use in clubroom (Check items you wish to use). You are responsible for set-up and clean-up of room & kitchenette, if used

- | | | |
|---------------------------------------------------|---------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> Chairs, upholstered (40) | <input type="checkbox"/> Kitchen Facilities | <input type="checkbox"/> Projector screen |
| <input type="checkbox"/> Folding tables 6' (6) | <input type="checkbox"/> Coffee Makers | <input type="checkbox"/> TV/VCR |
| <input type="checkbox"/> Lectern | <input type="checkbox"/> Coffee/Tea Carafes | <input type="checkbox"/> Overhead projector |

For Library use only. Do not write in this space.

Date Application Received: _____ Rules and Regulations given to applicant: Date: _____ Staff initials: _____

Special Notes:

APPLICATION APPROVED _____ DENIED _____

 Signature of Library Director or Asst. to the Director Date

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RULES AND REGULATIONS FOR USE OF THE LIBRARY COMMUNITY ROOM

The Community Room and kitchenette facilities of the Alvah N. Belding Library shall be used for regular library programs and for other uses as outlined below and/or as approved by the Board of Trustees. The Library Director is authorized to develop guidelines and procedures to implement the policies of the Library Board.

1. The primary intent of all Library facilities is to implement the regular library programs. Therefore, library activities shall have priority in determining the use of library facilities.
2. The Community Room may be used, when not needed for library purposes and at the discretion of the Library Director or the Director's representative, by educational, cultural, civic, or non-profit groups for meetings or activities that are educational, cultural, or civic in purpose and not for the economic or marketing benefit of an individual or a commercial concern.
3. Eating and drinking shall be confined to the kitchenette and the Community Room areas only. SMOKING OR USE OF OPEN FLAMES IS PROHIBITED in any and all areas of the library building and library property, including outdoor areas.
4. Use of the library facilities by outside organizations shall be in accordance with the following Regulations:
 - A. Such use shall not interfere or interrupt the regular operation of the Library.
 - B. Such use shall be for the cultural, educational, or civic interest of the public.
 - C. Such use shall be suited to available facilities as determined by the Library Director or the Director's representative.
 - D. Such use shall be in accordance with all policies and regulations of the library as established by the Alvah N. Belding Library Board and with all state and local codes.
 - E. The building shall not be used for any unlawful purpose including but not limited to gambling, lotteries, or drug use. Consumption of alcoholic beverages is not allowed.
 - F. Such use shall not include any admission fee, distribution of literature, sale of goods, solicitation for memberships or payment of dues without the prior approval of the Library Director or the Director's representative.
 - G. Applications for use of the Community Room when the library is open to the public must be made in writing on the official library Community Room use request form at least five (5) days prior to use of room by a responsible adult of the requesting organization. **Use is not considered as being approved until a copy of the application is returned with signature of Library Director or Director's representative.** Groups must have all business concluded and room cleaned up 10 minutes prior to library closing or time another group is scheduled to use the library.
 - H. Special circumstances may occur when the library or parts of the library may need to be closed. In such cases advance notice will be given if possible, but not guaranteed.
 - I. Requests for use of room during times when library is not open to the public or extending past open hours will be denied. Exceptions will be made only for library purposes, use by the Friends of the Library, or use by a group which provides sufficient on-going support to the total library program and with the approval of the Library Director. Use of the Community Room during or after regular open hours must have at least one regular library staff person in attendance.
 - J. Priority for requests received for use for same dates will be as follows: Library use, Friends of the Library, Ladies Literacy Club, City government, Belding civic, cultural, or educational groups, non-Belding civic, cultural or educational groups.
 - K. Groups may request use of the room up to, but not to exceed, a three (3) month period for regular meetings. Each group must re-apply every three (3) months. The library reserves the right to preempt the use of the room on a specific date for library purposes even with advance approval. As much advance notice as possible will be given.

- L. The user group shall be responsible for any soiling of furniture and fixtures or damage to building, furniture or equipment beyond normal wear as determined by the Library Director or the Director's representative. Liability or damage protection may be required if determined to be necessary by the Library Director or the Director's representative.
- M. The group using the room is responsible for arranging the furniture and equipment to meet their specific needs and to return furniture and equipment to its original place before leaving. Approval for use of the Community Room does not imply approval to move furniture into or out of the room. Check with library staff for needed changes.
- N. The Community Room should be left in the same condition in which it was found; all waste is to be picked up and placed in appropriate containers, any kitchen utensils used should be washed, dried & put away and furniture, if moved, should be returned to original locations.
- O. All groups not associated with the library will be required to furnish their own coffee, tea, cups, etc.
- P. Equipment and furniture available for use is listed on the application form. Groups may request use of these by checking on the appropriate line. The user group is responsible for knowing the proper use of all equipment requested.
- Q. Report any problems with the room or equipment to the library staff at main desk.

5. Use shall be denied where it is determined by the Library Director or the Director's representative that:

- A. Such use may constitute a danger to personal health, safety, or welfare.
- B. Such use may constitute a danger of damage to the property.
- C. Such use would violate State law or City ordinances.
- D. Such use would interfere with library operations or necessary repairs or maintenance to the library.
- E. Such use would be for the economic benefit of individuals or a commercial concern.
- F. Appropriate library staff is not available to be present in the building throughout the time of use.
- G. The organization has, in the past, violated policies and regulations of the library or has interfered with the use of the library by other patrons.
- H. The organization is monopolizing the facility to such an extent that other organizations are not able to utilize the facility.

6. Room Capacities

Entire Room (both sides)

Standing Room: 137 people

Chairs only: 98 people*

Tables/Chairs: 45 people

Each Side (Single Meeting Room)

Standing Room: 68 people

Chairs only: 49 people*

Tables/Chairs: 23 people

* Note: Only 40 chairs are available

Revised June, 2009