

BRIDGMAN PUBLIC LIBRARY
POLICY FOR RESERVING THE COMMUNITY ROOM and COURTYARD

Adopted by the Bridgman Public Library Joint Board of Directors
(hereafter referred to as The Board)

The Bridgman Public Library Community Room and Courtyard may be reserved by the residents of the Bridgman Public Library service area. The following policies and rules are designed to serve these purposes and govern the use of these areas.

1. General policies and rules:

- a. The Community Room and Courtyard are available for use by residents of the City of Bridgman and Lake Charter Township, and non-profit and for-profit groups in the Bridgman Library service area. The Library Director may grant exceptions if he/she believes there are extenuating circumstances. An application must be approved by the Director and all fees must be paid before using the Community Room and Courtyard.
- b. The Director may deny any application to use the Community Room and Courtyard, cancel an approved application or terminate any use of the Community Room and Courtyard if, in the opinion of the Library Director the proposed or actual use of the Community Room and Courtyard *will or does* interfere, disturb, impede, disrupt or have an adverse effect or impact on the normal operation, function, purpose or use of the Library by employees or patrons. If necessary, law enforcement officials may be called to assist with difficult circumstances.
- c. The Director reserves the right to deny an application to use the Community Room and Courtyard and to change or cancel a Community Room reservation for any reason. The person(s) involved will be notified of the decision to change or cancel the reservation as soon as possible.
- d. Reservations to use the Community Room and Courtyard are considered in the order in which they are received, except that Library functions and programs have priority over all other Community Room and Courtyard events. Reservations for use of these spaces may not be accepted more than three (3) months in advance.
- e. Authorization to reserve and/or use the Community Room and Courtyard does not constitute an endorsement of the groups' opinions, policies, beliefs or viewpoints.
- f. No buying, selling or trading of products or services will be allowed except solely in support of the Library and during events sponsored or co-sponsored by the Library.
- g. Users of the Community Room and Courtyard are responsible for set up and clean up and are required to follow this Library policy and all other applicable Library rules and policies. After the event, the Community Room and Courtyard area must be left set up the way it was before it was used. Users are responsible for returning all Library property to their designated locations at the conclusion of the event.

BRIDGMAN PUBLIC LIBRARY
POLICY FOR RESERVING THE COMMUNITY ROOM and COURTYARD

- h. Refreshments are allowed but must remain in the Community Room and Courtyard areas. Each group is responsible for bringing all items, such as cups, plates, napkins, cleaning supplies, serving trays and utensils. Items may be stored in the refrigerator with prior approval, but use of the microwave and stove is prohibited.
 - i. Activities must be contained in the Community Room and Courtyard only.
 - j. Parents, guardians and/or chaperons are responsible for supervising minor children (17 and under) and are required to keep children who need supervision in the Community Room and/or Courtyard.
 - k. An application must be approved by the Library and fees must be paid before using the Community Room and Courtyard.
 - l. The Library Director shall initially resolve any questions arising from the interpretation or implementation of this policy. A decision by the Library Director may be appealed to the Board.
2. Prohibited Uses:
- a. Gambling, use of tobacco and the use or possession of alcoholic beverages, illegal drugs or firearms are prohibited.
 - b. The use of candle, grills, firepits, etc. is prohibited.
3. Damage and Loss:
- The Library is not responsible for any damage to or loss of equipment, supplies, materials, clothing or other items brought to or left in the Library.
4. Storage:
- No items may be stored in the Community Room without permission.
5. Liability:
- Neither the Library nor its employees accept any liability for groups or individuals using the Community Room and Courtyard.
6. Availability:
- a. The Community Room and Courtyard are generally available during Library hours and have a maximum capacity of 75 people.

BRIDGMAN PUBLIC LIBRARY
POLICY FOR RESERVING THE COMMUNITY ROOM and COURTYARD

- b. All activities in the Community Room and Courtyard must conclude in time for everyone to be out of the Library by closing time unless an application has been approved to use the room before or after normal hours of operation.
- c. If approved, the Community Room and Courtyard may be used before normal operating hours and after normal operation hours, but may not begin before 8:00 a.m. and must conclude so no one is on Library property after 10:00 p.m. Arrangements must be made in advance to have Library staff available to open the Library before normal operating hours. The Library reserves the right to determine if an event will require Library staff. A fee of \$25.00 per hour may be charged for Library staff attendance. Fees must be paid in advance.
- d. The individual signing the application is responsible for ensuring all exit doors are locked and secure after normal Library hours.

7. Fees:

- a. The fee to use the Community Room and Courtyard is \$25.00 per hour or for any portion of an hour. This fee may be waived at the discretion of the Director.
- b. A security/cleaning deposit of \$50.00, paid in advance, may be required for each use of the Community Room and Courtyard.
- c. The deposit will be returned if no damage or cleaning is required. The person signing the application is personally responsible for any loss, damage, or excessive cleaning charges.

8. Application for use of the Bridgman Public Library Community Room and Courtyard :

An application for use of the Community Room and Courtyard must be submitted on the required form and then approved by the Library Director or his/her designee before using the Community Room and Courtyard.

Adopted May 11, 2010

BRIDGMAN PUBLIC LIBRARY

Application For Use of
Louise Christensen Community Room and Courtyard

Please fill out this application and return to the Library.
Please type or print information.

Today's Date _____

Name of person completing this application _____

Name of Organization (if applicable) _____

Date(s) and Time requested (requests may be made up to three (3) months in advance)

Purpose of use _____

Number of persons expected to attend _____

Specific areas to be used: Community Room _____ Courtyard _____

Equipment needed: # tables ___ # chairs ___ TV ___ DVD/Video player ___ Media Projector ___
Overhead Projector ___

Fees: Room Use - \$25.00/hour X # hours _____ Security/Cleaning Deposit _____
Staff Attendance - \$25.00/hour X # hours _____ Fees paid _____
Fees waived per _____

I understand that by signing this form I am personally responsible for the use of the Community Room and Courtyard, including:

- Setup of any chairs, tables or audio/visual equipment (tv, dvd or video player, media projector)
- Cleanup following program: wipe all chairs and tables and put away; return audio/visual equipment to front desk; vacuum, sweep or clean any areas used; take garbage to dumpster in back of Library; lower umbrellas in Courtyard (if used).

I have read the Bridgman Public Library Community Room and Courtyard Policy involving the use of these areas and I agree to comply.

Signature of person completing application (must be 18 or over)

Address _____

City _____

Contact Number _____

Notice: This application must be submitted to the Bridgman Public Library Director for approval. Only the Director or his/her designee may approve use of the Community Room and Courtyard. If approval is granted, it shall be, at the most, for three (3) months. Re-application would be required.

Approved _____ Not approved _____ Date _____

Reason if not approved _____