

## Chesterfield Township Library

### **MEETING ROOM USE POLICY**

1. Meeting rooms in the Chesterfield Township Library are made available for use in accordance with local governmental unit guidelines.
2. Non-profit organizations or groups may neither charge admission to, nor hold fund-raising activities in, nor offer items for sale in, the library meeting room unless advance arrangements have been made with the library.
3. All meetings must be open to the general public.
4. In accordance with the Michigan Public Accommodations Act, this tax-supported facility may be used only by those groups whose membership is open to all without restriction based on religion, race, color, national origin, age, sex, or marital status.
5. Meeting room use is available to organizations engaged in educational, cultural, intellectual or charitable activities.
6. Programs in public meeting rooms must not disrupt normal library operations and use.
7. Meeting room applications must be completed and signed by a person 18 years of age or older. Applications with multiple dates will not be considered.
8. Persons attending the meetings are subject to all library rules and regulations concerning behavior in the building.
9. The library assumes no responsibility, financial or otherwise, for accidents or injuries sustained by individuals or groups while using the meeting room, nor for any items left in the meeting room by groups or individuals.
10. Permission to meet at the library does not in any way constitute the library's endorsement of any group's policies or beliefs. In addition, the library's name may not be used in endorsements or advertising other than specifying location.
11. The group using the facilities shall be responsible for supervision and preservation of order as well as for loss or damage to library property, and is expected to leave the room in the same condition in which it was found. Adult supervision must be provided for all groups with participants under 18 years of age.
12. Kitchen facilities are unavailable to the public. Light refreshments such as coffee and cookies may be brought in to the library to be served only when advance arrangements have been made with the library.
13. Posting, taping, stapling or tacking of materials on walls or other furnishings is prohibited.
14. Elected officials are welcome to use the meeting room for nonpartisan or bipartisan programs of an educational nature.
15. Failure to comply with these regulations may result in the forfeiture of future meeting room usage.

Revised March 15, 2017; Revised August 20, 2011

Adopted December 21, 2005 Chesterfield Township Library Board of Trustees

## **JOHN HEBERT MEETING ROOM**

### **Room Availability and Purpose**

The library maintains a large meeting room with a seating capacity of 48.

The meeting room is available to non-profit organizations engaged in educational, cultural, intellectual or charitable activities. Activities sponsored by the Chesterfield Township Library or The Friends of the Chesterfield Township Library shall have priority over other activities. There is no charge for use of the meeting room by non-profit groups.

For-profit groups or organizations may use the meeting room for a fee of \$50.00 for up to four (4) hours.

### **Scheduling**

The meeting room is available for use during the hours the library is open to the public. Groups or individuals using the meeting room must be prepared to leave the meeting room 15 minutes before the scheduled closing of the library. Hours of use include set-up and tear-down. Occasionally, library sponsored programs will be held after hours.

### **Application and Cancellation**

The John Hebert Meeting Room may be scheduled no more than three (3) months prior to the scheduled meeting date.

Applications to use the meeting room may be obtained on the library's website at [www.chelibrary.org](http://www.chelibrary.org). An application for use of the meeting room must be completed in full and signed by a representative of the group or organization 18 years of age or older. Final authority for determining the eligibility of any group or organization to use the meeting room shall rest with the Director, or their designated representative. Rental fees, where applicable, shall be paid at the time of the acceptance of the application.

Cancellations must be made at least 24 hours in advance of the scheduled meeting. If an organization cancels its meeting room reservation 24 hours or more before the date scheduled for the meeting room activity, the organization will receive a full refund of any fees paid. If an organization cancels its meeting room reservation on the day of the scheduled event, there will be no refund of fees. Organizations that repeatedly schedule and then cancel activities in the meeting room will be denied reservation privileges.

Any organization failing to comply with this policy may forfeit its right to reserve meeting room space.

Revised March 15, 2017

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**Chesterfield Township Library**  
 50560 Patricia Ave.  
 Chesterfield, MI 48060  
 Tel: (586) 598-4900 Fax: (586) 598-7900  
 Email: [chesterfieldlibrary@chelibrary.org](mailto:chesterfieldlibrary@chelibrary.org)  
[www.chelibrary.org](http://www.chelibrary.org)

## John Hebert Meeting Room Application

Organization or Company: \_\_\_\_\_

Non-profit Organization:    Yes \_\_\_\_\_    No \_\_\_\_\_  
 Copy of Non-profit status:    Yes \_\_\_\_\_    No \_\_\_\_\_

Contact Person: \_\_\_\_\_

Street Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Time of Room Reservation: \_\_\_\_\_

Time of Meeting: \_\_\_\_\_  
 (Room must be vacated **15 minutes** before library closes)

Approximate number of people attending the meeting: \_\_\_\_\_  
 (Room capacity is limited to **48 people** as determined by the Chesterfield Township Fire Department)

Purpose of meeting: \_\_\_\_\_

The undersigned hereby makes application to the Chesterfield Township Library for use of the John Hebert Meeting Room and certifies that the information given is correct. The undersigned further states the he/she has the authority to make this contract and agrees to all responsibility for any infraction of the rules and regulations as stated in the Chesterfield Township Library Meeting Room Use Policy. Non-profit organizations must show proof of their non-profit status.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Representing: \_\_\_\_\_

Library Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved:    Yes \_\_\_\_\_    No \_\_\_\_\_    Fee Paid:    Yes \_\_\_\_\_    No \_\_\_\_\_

Please make checks payable to: **Chesterfield Township Library**