

Community Room Policy

The Community Room was generously funded by donations from the James and Judith De Lapa family to provide the Coloma Public Library with dedicated space for library programs, activities, and meetings.

The Library will receive priority in scheduling for its activities. Additionally, the use of the Community Room by the Library for its own purposes is not governed by this policy.

Individual residents and organizations within the Coloma Public Library's legal service area may rent the Community Room for civic, educational, and social use.

Fees and Eligibility

Non-Profit Use

Local non-profit organizations may rent the Community Room for \$25 per use, up to 4 hours. An additional \$5.00 will be charged for each hour or part hour over 4 hours. The meeting or event must be free to attend and open to the public.

Commercial Use

Local organizations sponsoring educational programs of a non-profit nature, which may or may not be open to the public, may rent the Community Room for \$50 per use, up to 4 hours. An additional \$5.00 will be charged for each hour or part hour over 4 hours. The meeting or event must be free to attend.

Private, Social Use

Residents and organizations wanting to rent the room for private, social events will be charged \$75 for 4 hours of use, per use. An additional \$15.00 will be charged for each hour or part hour over 4 hours.

*The Community Room is not available for funeral services.

Local Government

Government municipalities in Coloma Public Library's legal service area may request one use of the Community Room per calendar year, free of charge. The request must be made directly from the Municipality's clerk. Individual elected officials are not eligible for the local government exemption described in this clause.

*The Library may occasionally allow rental by non-profit organizations outside the Library's legal service area when it will benefit the community.

General Rules

1. Individuals and organizations may rent the Community Room a maximum of 6 times per year.

2. The use of the Community Room by any individual or organization does not indicate approval by the Coloma Public Library Board or staff of the beliefs or goals of such individuals or organizations.
3. Individuals and organizations renting the Community Room may not imply sponsorship or affiliation with the Coloma Public Library without advance permission from the Library Administration.
4. All persons on Library property are subject to Library policies at all times.
5. Children attending an event in the Community Room must be directly supervised by responsible adults for the duration of the event.
6. Excessive noise violates the *Code of Conduct Policy*. Violation of Library policies may result in future ineligibility for renting the Community Room.
7. Alcohol use is not permitted. Smoking is permitted outside only and must comply with Michigan's Smoke-Free Air Law.
8. No items may be bought and sold on Library premises.
9. Library staff will not be responsible for registering attendees at non-Library sponsored events.
10. The Coloma Public Library does not advertise non-library sponsored events. Renters are able to add an event flyer to the Brochure Room. All flyers must comply with the *Brochure Room Policy*.
11. A Renter who makes a false statement concerning the nature of the reason for using the community room may be denied future use of the meeting room.
12. When there is a question, if the resident, organization, or meeting is eligible for rental of the Community Room, the Library Administration will make the final decision.
13. If, in the judgment of the Library Administration, the safety and well-being of persons within the library or the library's property may be endangered by allowing a particular group to use the Community Room, the Library has the authority to deny use of the Community Room to said group. However, before use of the Community Room is denied, the said group shall have the right to present their request to the Library Board at a public meeting of the Board.
14. Individuals and organizations shall indemnify and hold harmless the Coloma Public Library and its staff, officials, and boards against suits, actions, damages, and expenses of any nature which may be brought or made against the Library or which the Library may pay, sustain, or incur by reason of the use of the Community Room by individuals or organizations.

Renting details

The signature of an authorized individual who will accept responsibility as the Renter, is required on all Community Room Rental Agreements. The Signer must be an adult who is eligible for a free Coloma Public Library card or is an acting authority of an organization located within the Library's legal service area.

The Community Room is available for rent from the Library's open hours until 30 minutes prior to close. After-hours use is exceptional; and may be considered only when a member of the Library Administration or Board Member is available for building supervision. The after-hours price will be the base rate plus an additional \$25 per hour or part of an hour.

Community Room use is limited to the Community Room, kitchenette attached to the Community Room, and public restrooms. Other areas of the Library are not included in rental agreements.

A completed Community Room Rental Agreement and cleaning deposit of \$50.00 must be provided to the Library before the room will be confirmed. First time Renters are also required to pay the full rental fee at when the Community Room Rental Agreement is submitted to the Library.

Set-up

Room set-up is the responsibility of the Renter.

Clean-up

The Library will provide one large trash bag that will be discarded by the Library. Any trash collected over the amount of one bag is the responsibility of the Renter and must be taken away at the end of the event.

Staff will complete an inspection of the Community Room at the conclusion of an event. If the room has been restored to its original condition by the Renter, the cleaning deposit will be fully refunded.

Damage

No scotch tape, nails, or other adhesives may be used on the library walls or furniture, except for small pins in tack board wall. No red beverages of any kind may be served.

The Renter shall be liable for any damage caused to the Community Room and its contents as a result of their event.

Safety

Occupancy is limited to 100 people.

Individuals and groups are solely responsible for their own physical safety and personal possessions while using the Community Room.

The Library's *Emergency Closing Policy* applies to Community Room rentals. When the Library closes due to inclement weather or other emergency, rental fees and deposits will be refunded.

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