

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.

Residents and organizations within the Coloma Public Library's legal service area, which includes Coloma Charter Township, City of Coloma, Bainbridge Township, and Hagar Township, may rent the Community Room for civic, educational, and social use.

The use of the Community Room does not indicate approval by the Coloma Public Library Board or staff of the beliefs or goals of such individuals or organizations.

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.

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.

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.

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.

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.

Eligibility

Non-Profit Use

Local non-profit organizations may rent the Community Room. 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 may rent the Community Room. The meeting or event must be free to attend.

Private, Social Use

Residents and organizations may rent the Community Room for private social functions.

**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.

Fees and Rules

	<u>During Open Hours</u>	<u>Over 4 hours</u>	<u>After Hours</u>
Non-Profit Use	\$25 up to 4 hrs	Base rate+\$5 per hr or partial	same fees as Private, Social Use
Commercial use	\$50 up to 4 hrs	Base rate+\$5 per hr or partial	same fees as Private, Social Use
Private, Social use	\$75 up to 4 hrs	Base rate+\$15 per hr or partial	Base rate + \$25 per hr or partial
Local Government use	1 free use per year	1 free use per year	N/A

A signed Community Room Rental Agreement, rental fee, and cleaning deposit of **\$50.00** must be provided to the Library before the room will be confirmed.

The cleaning fee will be returned to the renter if the room has been restored to its original condition by the end of the rental period. If the room has not been adequately cleaned or has been kept beyond the time rented, the cleaning deposit will be forfeited.

The Library retains the discretion to waive prior payment or fees.

The Community Room is available for rent during the Library’s open hours. 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.

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

Occupancy is limited to 100 people.

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

Violation of Library policies may result in future ineligibility for renting the Community Room.

Alcohol use is not permitted. Smoking is only permitted outside and must comply with Michigan’s Smoke-Free Air Law.

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

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

No items may be bought and sold on Library premises.

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.