

Community Room Policy

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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 activities and meetings. The Community Room is also available for rental by organizations and individuals as outlined in this policy. Library activities will receive scheduling priority, and Library usage is not governed by this policy.

Eligibility

To rent the community room, organizations and individuals must reside within the Coloma Public Library's legal service area, which includes Coloma Charter Township, the City of Coloma, Bainbridge Township, and Hagar Township. Exceptions may be made by the Library Administration for activities beneficial to the library and community.

- **Eligible Activities:**
- Public activities aligned with the Library's Mission Statement (e.g., meetings, classes, and programming open to the public).
- Private activities such as baby showers or private meetings.
- **Restrictions:**
- Activities primarily promoting commercial interests are not permitted.
- Sponsorship or affiliation with the Coloma Public Library may not be implied without written permission.
- The Library Administration will determine eligibility for activities which must comply with the Library's solicitation policy. Denied requests may be presented to the Coloma Public Library Board of Trustees for a final decision.

Types of Rentals

Public Activities

Organizations and individuals may rent the Community Room for public activities that benefit the community. These activities must be free to attend, open to the public, and may not require personal information from attendees.

Private Activities

The Community Room is available for private use, including social gatherings (e.g., baby showers) or non-public meetings.

Local Government Use

Government municipalities within the Library’s service area may request one free use of the Community Room per calendar year. The request must be submitted by the municipality’s clerk. Individual elected officials are not eligible for this exemption.

Rental Fees and Payment

Type of Rental	Standard Rental Fee (Up to 4 hrs)	Over 4 hrs / Late Checkout
Public Activities	\$25	\$30 per hour or partial hour
Private Activities	\$75	\$100 per hour or partial hour
Local Government	1 free use per year	1 free use per year

Key Information:

The signature of an authorized individual who will accept responsibility as the Renter is required on all Community Room Rental Agreements. The Signer/Renter must be an adult who meets room eligibility requirements or is an acting authority of an eligible organization.

- A signed Community Room Rental Agreement, rental fee, and a \$50 cleaning deposit are required before confirmation.
- Rentals are available during the Library’s operating hours. After-hours use is generally not permitted. However, in rare cases, the Library Administration may approve after-hours use for activities deemed highly beneficial to the community. Such exceptions will require the presence of the Library Director and will incur additional fees.
- Fees are subject to change at the Library’s discretion.

Refunds and Cleaning Deposit

- A \$50 cleaning deposit is required; and will be refunded within 2–4 business days after the event if the room is returned to its original condition.
- Renters may collect their refunded cleaning deposit during Library business hours.
- If a refunded cleaning deposit is not picked up within 60 days after the event, it will be forfeited and treated as a donation to the Library.

The cleaning deposit will not be refunded if:

- The room is not cleaned or restored to its original condition.
- The room is occupied beyond the reserved time.

If repair costs exceed the cleaning deposit, the renter will be responsible for additional charges. Renters with unpaid damage fees or who exceed their rental period without prior approval from Library administration may be prohibited from future rentals. The Library reserves the right to enforce this policy strictly.

Rental Rules and Responsibilities

- Occupancy is limited to 100 people.
- The rental includes the Community Room, kitchenette, and public restrooms. Other Library areas are not included.
- Alcohol is not permitted. Smoking is only allowed outside and must comply with Michigan's Smoke-Free Air Law.
- Solicitation of Library patrons is prohibited. Renters may post flyers in compliance with the Library's Brochure Room policy.
- Sales of items require advance approval from Library Administration.
- Renters are responsible for their own safety and personal belongings while using the Community Room.
- All persons on Library property are subject to the Code of Conduct policy.

Signage and Promotion:

- Directional signage is allowed but must not impede Library traffic or violate Library policies.

Cancellations:

- The Library's Emergency Closing policy applies to rentals. Rental fees and deposits will be refunded if the Library closes due to inclement weather or emergencies.

Disclaimers

- Library staff will not be responsible to register attendees at non-Library sponsored events.
- 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.
- Renters agree to indemnify and hold harmless the Coloma Public Library, its staff, officials, and board members from any claims or damages arising from their event.
- The Library reserves the right to deny use of the Community Room if the safety or well-being of persons or property may be at risk.
- 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.

Updated 02/17/25