WHITE LAKE
TOWNSHIP LIBRARY

APPLICATION FOR USE OF A MEETING ROOM

MEETING ROOMS

The Library has four different spaces available for rent during normal business hours:

Room	Max. capacity (chairs only)	Capacity with tables & chairs	Max # of Tables	Resident Fee***	Non-Resident Fee
Gathering Place A&B**	96	46*	24	$50/hr	$70/hr
Gathering Place A**	40	20*	10	$30/hr	$50/hr
Gathering Place B	50	24*	12	$25/hr	$45/hr
Idea Lab	20	20	8	$15/hr	$35/hr

**Capacities for these rooms will vary greatly depending on set-up arrangements selected by the renter. See arrangements on pg. 3.*
***Kitchen available for rental for an additional $5.00 per hour*
****Proof of residency required.*

Some spaces can be rented outside of Library business hours with prior approval, for an additional fee:

Room	Resident Fee***	Non-Resident Fee
Gathering Place A&B**	$70/hr	$90/hr
Gathering Place A**	$50/hr	$70/hr
Gathering Place B	$45/hr	$65/hr
Gathering Place Outdoor Patio**	$50/hr	$70/hr

***Patio capacity is 100. Must also rent Gathering Place A&B in case of inclement weather.*

ROOM REQUESTED: _____

(*) indicates required field *White Lake Township Resident ☐ Non-Resident ☐

(Please Print)

Organization (if applicable): _____

Name of Representative*: _____

Presider's Name (if Representative will not be present for rental): _____

Address*:_____

City*:_____ State*:_____ Zip*: _____

Primary Phone*: _____

Email*: _____

Day and Date of Rental*: _____

Start and End Time* (must include time for any set-up/clean-up necessary): _____

(Please Note: Rooms are only accessible to renters during their specified rental time.)

Estimated Attendance*: _____

Purpose of Meeting*: _____

Will food or drink be served?*: Yes ☐ No ☐

*Continued on next page

EQUIPMENT AVAILABLE

- ☐ Projector and Screen (renter to bring own laptop)
- ☐ HDMI Cord
- ☐ Podium (Gathering Place rooms only)
- ☐ Clip-On Microphone (Gathering Place rooms only)
- ☐ Handheld Microphone (Gathering Place rooms only)

ROOM ARRANGEMENT*

*See setup sheet on pg. 3 for layout of basic setup options.

Gathering Place A

☐ Audience ☐ Classroom ☐ Other

Gathering Place B

☐ Audience ☐ Classroom ☐ Other

Gathering Place A&B

☐ Audience ☐ Banquet ☐ Classroom

☐ Horseshoe ☐ Small Groups ☐ Other

Idea Lab**

***Setup options limited due to room shape and size*

☐ Classroom ☐ Horseshoe ☐ Small Groups

Additional Room Setup Notes:

_____

_____

_____

I am at least eighteen (18) years old and accept the conditions of the White Lake Township Library (Library) Meeting Room Policy (see attached). By signing this application, the Corporation, Organization, or Individual ("User") identified above agrees to indemnify and hold harmless the Library, its agents, employees, officers, and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the Meeting Room, its furnishings or equipment by the User or any person attending the User's meeting. The User also agrees to pay for any damage caused by its use of the Meeting Room. If signing on behalf of a Corporation or Organization, the person signing this Application acknowledges their authority to sign on behalf of the Corporation or Organization.

Representative's Signature: _____ Date:_____

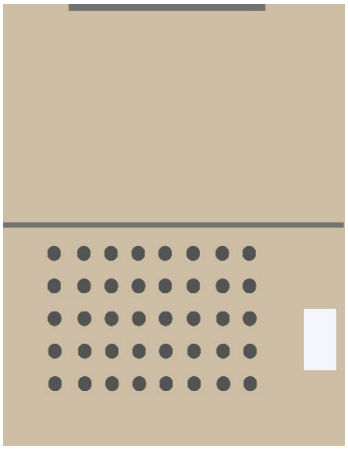
Presider's Signature*:_____ Date:_____**

***If representative listed on application will not be present at event, we require a second signature from the individual who will be presiding over the event, acknowledging they have also received and agreed to the White Lake Township Library Meeting Room Policy, and understand the agreed upon room arrangement and equipment rental.

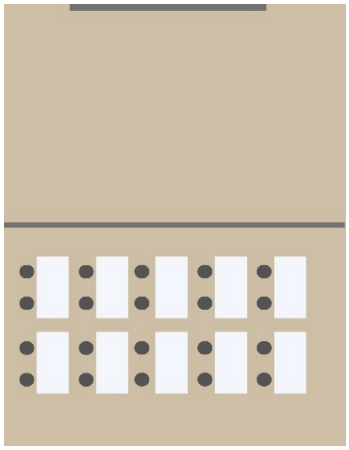
Please email completed applications to hclark@whitelakelibrary.org or drop off at the Library.

ROOM LAYOUTS

Gathering Place A (Kitchen Side)

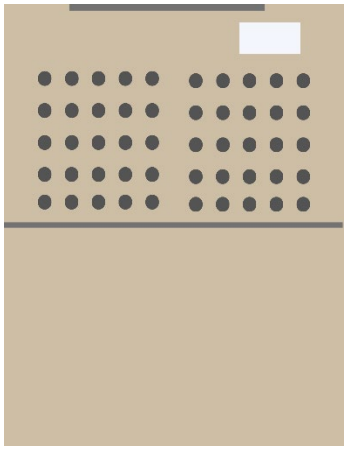


Audience

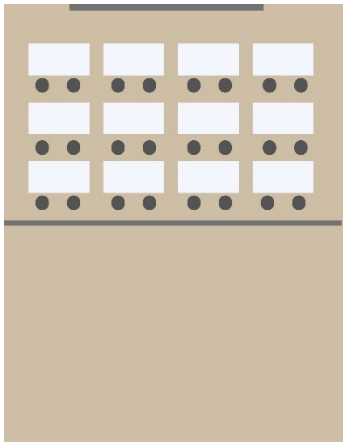


Classroom

Gathering Place B (Projector Side)

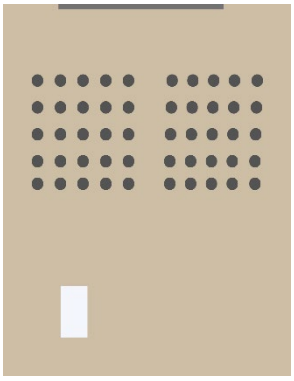


Audience

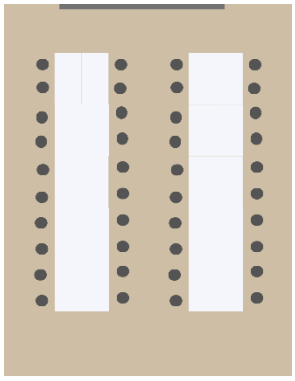


Classroom

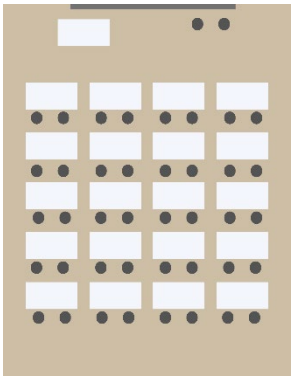
Gathering Place A & B



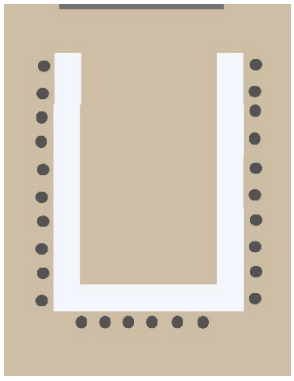
Audience



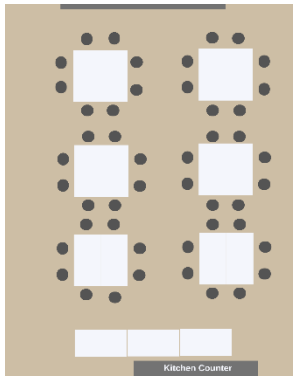
Banquet



Classroom

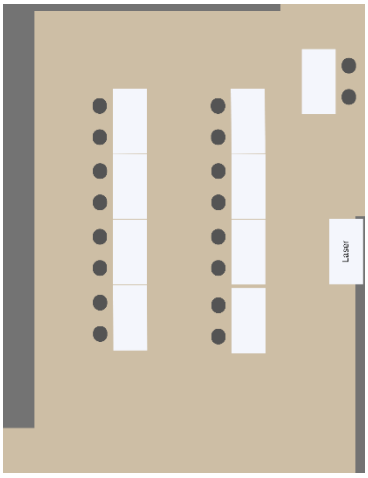


Horseshoe

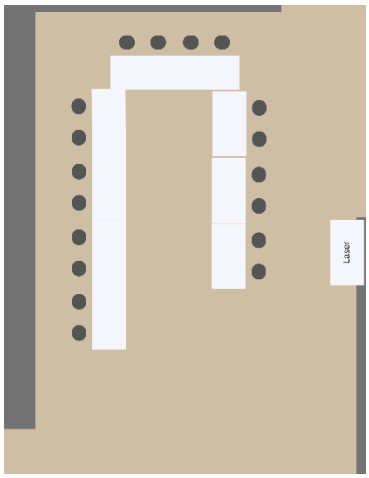


Small Groups

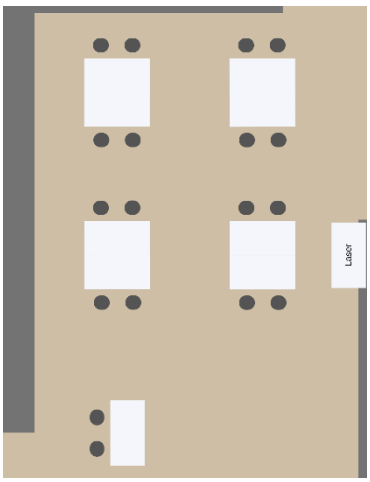
Idea Lab



Classroom



Horseshoe



Small Groups

I. Administrative Policies

1K. Meeting Room Reservations

The group requesting use of the Library's facilities agrees to indemnify the White Lake Township Library and its employees or agents against all liability to persons or property on the Library premises.

- When not used for library purposes, the meeting rooms are available for non-profit, community, educational, social, civic, and cultural groups and businesses.
- The meeting rooms are available to groups and businesses provided that their intended use complements and does not conflict with the Library's objectives. The Library reserves the right to deny or rescind approval of any reservation.
- The Library authorizes the use of the rooms and maintains the schedule. For information and reservations, contact the Library Administration office at 248-698-4942 ext. 110 Monday - Friday, 10:00 am – 5:00 pm.
- When scheduling the facilities, library programs, and library-related services, meetings and events are the priority. Other applications will be considered on a first-come, first-served basis, with priority given to White Lake residents. Meeting room programs must not interfere with Library operations.
- The Library is not liable for injuries to people or damage to the renter's property, individuals, or organizations using the meeting rooms.
- In accordance with Fire Marshal regulations, maximum attendance is posted for each room. Groups violating the maximum room load will be asked to leave.
    - Gathering Place A & B (100)
    - Gathering Place A (40)
    - Gathering Place B (50)
    - Idea Lab (20)
    - Gathering Place Patio (100) Only available outside of Library business hours and must rent Gathering Place A & B in case of inclement weather
- Meeting rooms are available during the following Library business hours: 10:30 a.m. – 7:45 p.m., Monday through Thursday; 10:30 a.m. – 4:45 p.m., Friday and Saturday.
- Requests for meeting room reservations outside of Library business hours may be accommodated at an additional cost.
- The meeting room application/contract must be completed and approved before a room reservation will be deemed final. The Library will confirm if/when approval is made. Payment for use of the rooms must be received within two business days of application approval. Room set-ups and equipment requests must be included with the meeting room application/contract and received by the Library at least one (1) week before the meeting. For last-minute requests, payment is due upon approval.
- Reservation requests must include adequate time for set-up and cleanup. Meeting room use, including clean-up, must end before the Library closes.
- The contract must be signed by an adult, age 18 or older, who becomes the responsible party. Groups with youth under 18 must be supervised by one adult for every 15 youth.

- Only the group representative who signed the contract will have access to the meeting rooms 15 minutes before the rental period begins. Groups must exit the room by the end time listed on their contract. There is a $20 premium charge for each 15-minute period a meeting goes past its scheduled time.
- Reservations will be accepted no more than two (2) months in advance. Groups may use rooms once per month. The Library reserves the right to limit the frequency of use of its meeting rooms, cancel reservations, and review any or all applications before approval. Reservations must be canceled at least seven (7) days in advance to receive a refund. Canceling or rescheduling dates in excess of two (2) times per year per organization will result in forfeiture of the previously paid rental fee, and the group may lose the ability to make further reservations.
- Charging for admission is not allowed. No solicitation, fundraising, raffles, or financial transactions are allowed. The sale of goods or services is prohibited (but may be permitted at the discretion of the Library if it is reasonably related to the Library's purpose, e.g., author sales of signed books and Friends of the Library events).
- Political organizations may use the meeting rooms provided meetings do not include fundraising. These may consist of business meetings, issue discussions, and candidate forums.
- Any publicity for a group’s meeting should clearly identify the group as the program presenter/sponsor. The Library may be identified as the location for the event.
- Room users may move tables and chairs to suit their event but are responsible for returning them to their original position. Groups renting a meeting room/kitchen are expected to leave the room on time and in the same state of cleanliness as it was found. Failure to do so will result in an additional charge of $75.
- Banners, literature, photographs, or signage may not be placed anywhere outside the meeting room without the permission of the Library. Do not affix or adhere anything to walls, ceilings, or light fixtures. Decorations must remain at least one foot below light fixtures. It is not permitted to place tables or chairs in the hallway, and no glitter or burning of any materials, including candles or incense.
- Food and beverages must be contained within the meeting rooms. No alcoholic beverages are permitted. Commercially prepared food may be delivered, such as pizza, sandwiches, salads, pasta, and the like. No open flames, such as sternos (canned heat for chafing dishes) or candles, are allowed.
- Waste should be placed in the proper receptacles.
- The Library cannot supply any storage space. Groups using a meeting room shall remove all items from the room and leave it in the same condition as it existed prior to the meeting.
- Groups are responsible for any damage caused by meeting attendees or others associated with the meeting. A fee will be assessed to cover the cost of any damages. The Library reserves the right to deny use or access to any group that has violated this Policy.
- The AV equipment is offered in the Gathering place only as a courtesy of the Library and does not affect the cost of the room. We strongly suggest you

make an appointment to test your equipment before your program. The Library cannot guarantee that staff will be available to troubleshoot at the time of your program.

- The Library's name, address, or phone number may not be used as the official address or headquarters of any organization except those formally affiliated with the Library.
- The use of the meeting room by a non-library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities.
- The person signing the meeting room contract is the contact person for the group and becomes responsible for answering questions from the public. The Library will not assume this responsibility.
- The Library will post notice of meetings.
- The Library Board approves rental fees, and the standard schedule is available upon request. The standard rental rates are set in one-hour increments. In addition, there is a premium charge for each 15-minute period (or any part thereof) for a meeting that goes past its scheduled ending time. Rates vary for White Lake residents and non-residents. Rates will be higher at times when the Library is not open to the public.