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.

Adopted by the White Lake Library Board of Trustees: August 28, 2019
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