



MacDonald Public Library
36480 Main St.
New Baltimore, MI 48047
(586) 725-0273 Fax (586) 725-8360
www.macdonaldlibrary.org

APPLICATION FOR USE OF LIBRARY MEETING/STUDY ROOMS

Library Community Rooms are made available to individuals, groups or organizations in accordance with our *Community Rooms Policy*.

I am submitting this application in order to secure a room for a meeting with an estimated attendance of _____ on _____ (*date*) from _____ to _____ (*start time to finish.*)

Official Name of Group or Organization: _____

Parent or Affiliate Organization: _____

Organization Website: _____

What purpose, function or use do you plan to make of the library meeting space?

Individual completing the application:

Name: _____

Mailing Address: _____

Day Phone: _____ Evening Phone: _____ *City* _____ *Zip code* _____ Cell: _____

E-Mail Address: _____

The applicant agrees to return the library facilities used to a clean and orderly condition at the end of the activity and pay the cost of repair for any damage to the facilities. The MacDonald Public Library will not be responsible for any materials or equipment left in the building.

Applicant Signature: _____ Date: _____

Staff Use Only:

Date Received: _____ Received By: _____ Approved: • *yes* • *no*

Approved for: • **Large Community Room** • **Small Community Room** • **Combined Community Room**

Study Room 1

Study Room 2

• Daily log updated • Calendar updated • Confirmed with responsible party (verbal or mailed)

Fee(s) Charged: _____

COMMUNITY ROOMS POLICY

Guidelines

- Library facilities may be used for activities not sponsored or administered by the MacDonald Public Library when those activities are educational, cultural, or community betterment in purpose.
- Library facilities are available to non-profit and for-profit organizations for meetings and programs but are not to be used for business development, sales or commercial activities.
- Library facilities are not available for social events such as showers, birthday parties, weddings and receptions, or private receptions.
- A projector is available upon request but the user must bring their own HDMI or VGA cable and device.
- The Library will not discriminate in the use of its facilities based upon race, religion, color, creed, national origin, gender or other criteria prohibited by law.
- Permitting use of Library facilities does not constitute endorsement, by the Library, of the organization, the goals, objectives or activities of the organization, or the content of any communications made by the organization.
- Facilities are available during open Library hours; prior approval is requested for use of the facilities after hours and there is a \$50/hour charge.
- The user shall be responsible for any and all clean-up and damages.
- Minors may not reserve a room, nor can they serve as sponsors.
- Cancellations without 24-hour notice or failure to show for a reserved room may result in the suspension of a group's meeting privileges as determined by the Library Director.

Requirements for Room Reservations

Requests for the use of the community rooms must be made two days in advance, but no more than 90 days ahead of the requested time. Requests can be made by phone but an application must be filled out by the requesting party (in person or faxed) before permission is granted. Applications may be rejected and previously granted permission may be withdrawn for violation of Library rules or conduct inconsistent with Library rules and regulations.

Reservations shall be approved by the Library Director, or an appointed designee(s).