

The Grand Ledge Area District Library (GLADL) recognizes that its facilities may be an appropriate venue for a variety of community activities. In an effort to provide a convenient space for these activities, the 1931 Room (formerly known as the Club Room) has been made available to qualifying organizations, groups, or individuals on a first requested basis.

1. Availability – The 1931 Room is available for use by the following:
  - a. The library staff and programs.
  - b. Organizations that serve the communities serviced by the GLADL.
  - c. Other groups whose meetings are open to the public.
  - d. Private individuals and organizations, at the discretion of the Library Director.
  - e. The responsible party must be 18 years or older for after-hours usage of meeting rooms.
  - f. The use of these rooms by outside organizations does not in any way constitute endorsement by the GLADL of either the users of the space or the content of the activities conducted therein.
  
2. Application for use -- Organizations or individuals must make written application for the use of the 1931 Room. The following factors must be observed:
  - a. A completed "1931 Room Reservation Form" must be submitted prior to the scheduled activity.
  - b. Applications may be rejected or previously granted permission may be withdrawn for violation of library rules and regulations.
  
3. Scheduling – The GLADL will attempt to schedule room use within the following guidelines:
  - a. The GLADL has first priority with regard to room use.
  - b. The use of the 1931 Room will be assigned on the basis of priority applications and anticipated attendance and specific room features required.
  - c. The 1931 Room may be reserved up to twelve months in advance.
  - d. The GLADL reserves the right to cancel scheduled use of the 1931 Room in the event of any emergency, or other unscheduled closing, declared by the Library Director.
  
4. Rules for use – Users of the 1931 Room must abide by the policies of the library. Other conditions, in addition to those cited in the library policies, include:
  - a. A maximum of 125 persons will be allowed in the 1931 Room at one time.
  - b. Rooms must be left in a neat, clean and orderly condition. Damage to the room or contents will be charged to the user.
  - c. Smoking is prohibited.
  - d. Alcohol is permitted to be served at designated functions with prior approval from the Library Board. This shall be limited to library events and affiliated 501C non-profit organizations who shall solely be responsible for any liability incurred with this provision. This assumption of liability must be documented with appropriate

insurance coverage. A completed "Alcohol Beverage Permit" must be signed before the event.

- e. Fireplace use is not permitted.
- f. Approval by library staff must be obtained in order to attach anything to the surfaces of the room.
- g. Governmental rules, regulations, or codes concerning room occupancy must be observed.
- h. Solicitation or selling of services or materials are prohibited, unless authorized by the Library Director. Dues or sales of items incidental to the meeting are permitted.
- i. The 1931 Room may be scheduled for activities only during normal library hours, unless authorized by the Library Director. It is the responsibility of the person(s) checking out the key to return key to Library at the end of the function. In cases where unscheduled library personnel must be present, the cost of this supervision will be charged to the applicant.
- j. For events authorized outside of library hours the 1931 Room must be secured at completion and the key promptly returned to Library staff the next day.
- k. Set up of furniture or other equipment will be the responsibility of the applicant.
- l. Arrangements for food or drink are the responsibility of the applicant. Food or drink is allowed only in 1931 Room. Clean-up procedures are posted in the kitchen and must be followed or additional charges will be made.

5. Fees – The following fee schedule is in effect:

- a. Non-profit groups will be charged \$7.50 for room usage.
- b. For-profit groups will be charged \$35.00 for room usage.
- c. Without prior approval it is not permitted to extend the hours of any scheduled activity beyond normal library hours, any group or individual failing to complete the scheduled activity within the normal hours will be charged \$20.00 per additional half hour or portion thereof.

6. Responsibilities/Liabilities

- a. Each applicant shall be responsible for supervision and preservation of order at the scheduled activity. Also applicants are responsible for loss or damage to library property.
- b. The GLADL is not responsible for any loss or damage to materials left by the applicant or for any personal property of attendees.
- c. Applicants agree to hold the GLADL harmless for any loss, damage, liability, or expenses that may arise during or be caused in any way by the use of the GLADL facilities.

Approved: November 13, 1985

Amended: Jan. 11, 1989, Jan. 21, 2004, Sept. 25, 2013, Nov. 18, 2015, Nov. 28, 2017

### **1931 ROOM CLEAN-UP AND CLOSING PROCEDURES:**

Clean off tables.

Wash dishes, coffeepots, pitchers and return to storage areas.

Wipe out oven, stovetop and refrigerator.

Wipe all counters and sink areas.

Remove all leftover food and beverages from premises.

Dispose of rubbish into kitchen trash containers.

Restroom should be checked and left in an orderly manner. Check to see that water is not running and the lights are off.

Lock door at bottom of stairway.

Turn off all lights. Porch light remains on.

Lock main entry door. Check carefully to be certain door is locked.

It is the responsibility of the person(s) checking out the key to return key to the Library staff at the end of the function. For events authorized outside of library hours, it is the responsibility of same person (s) to secure the room and promptly return key to Library staff the next morning.

#### In case of Emergency:

When the library is closed, call 911

Outside door at bottom of stairway is for emergency use only.

Fire extinguisher is located near stairwell by furnace room door.

Revised: September 25, 2013