

## **ROOM RENTAL GUIDELINES**

### **Availability:**

The meeting room and common areas, only, are available to organized groups or individuals. Individuals shall be considered in the same manner as groups in the application of rules governing uses of the meeting room.

The meeting room may be reserved by professional and governmental groups and by any local organized nonprofit group. Local business use is permissible when no selling, solicitation or order taking occurs. Preference *will* be given to meetings open to the general public. Political groups may use the meeting room for nonpartisan or bipartisan programs of an educational/informational nature. The meeting room may be reserved no more than ninety (90) days in advance, unless under an annual agreement/contract.

Religious promotions are prohibited on the premises.

Except for Library, Township or Police related programs; groups shall not use the rooms for meeting more than once a month. A limited series of weekly meetings may be scheduled at the discretion of the Library, Township and Police staff.

It is understood that Library, Police & Township business will have first priority in determining room use.

In accordance with the Michigan Public Accommodation Act, only those groups whose membership is open to all without restriction based on race, sex or religious creed may use this tax-supported facility.

### **Scheduling**

Hours of scheduling shall include the total time involved in the meeting, from the time the organization required the room for assembling or other purposes to the time the room is vacated.

### **Applications**

Requests for the use of the meeting room, made on a space available basis, shall be made at least one week in advance on an approved request form and the form shall be filled out, signed by an officer of the organization and submitted at the time the reservation is requested, along with the appropriate fee.

Applications may be rejected and previously granted permission may be withdrawn for violation of policies or conduct inconsistent with rules and regulations.

## **Rules for use**

Use shall not include an admission fee. No distribution of literature, solicitation for memberships or payment of dues shall occur outside the meeting room. Materials will be properly disposed of if left.

All advertising, except that is incidental to programs, and all sales of merchandise or other materials are forbidden on the premises.

All meetings should not begin before 9:00 a.m. and should end before 4:30 p.m. Monday through Friday unless special arrangements are made prior to use. After 5:00 p.m. all events must end by 10:00 p.m. and the building must be completely closed and vacated by those using the meeting room by 10:30 p.m.

Those persons using the room shall leave it neat, clean, and in orderly condition; if not, the cost of any necessary cleaning beyond usual maintenance will be billed to the person signing the reservation form for the meeting room. The group will be given notice that continued offense will result in its being denied access to the meeting room.

Scheduled groups are responsible for setting up chairs and tables, and/or non-building equipment prior to the meeting and for returning all township property to the designated location upon the termination of the meeting. Any repairs as a result of damage caused during the group's scheduled time will be billed to the person signing the reservation form.

Smoking is not permitted under any circumstances.

## **Fees**

A fee of **\$40.00** for up to five hours and **\$10.00/hour** for each additional hour (subject to change) will be charged for each use of the meeting room during normal Township and Library hours Monday through Friday.

Use of the room after normal business hours will be charged **\$30.00** plus **\$15.00** per hour to compensate the appropriate department opening and closing the building.

An annual fee for groups meeting monthly of **\$200.00** for use during business hours and **\$300.00** for use after normal business hours will be charged.

All fees are due and payable at the time the reservation is made. Cancellation will result in a refund to the group making the reservation. A prorated refund will be made of annual fees paid if the total remaining reservation is withdrawn.

### **Refreshments**

Only light refreshments may be served in connection with a meeting, but in no event shall alcoholic beverages of any nature be served or permitted on the premises. The room must be left clean. Organizations using the meeting room are responsible for table and chair arrangements.

### **Liability**

Granting permission for the use of the meeting room does not imply endorsement by the township, library or police department of the user or user's beliefs.

All groups will agree to hold the Tuscarora Township, Indian River Area Library and the Tuscarora Township Police Dept. harmless from any loss, damage, liability, costs and/or expense that may arise during or to be caused in any way by such use of the facilities.

**Any circumstances not specifically addressed by the above guidelines will be addressed individually by two of the following three: A Tuscarora Township board member, the Tuscarora Township Police chief and/or the Indian River Area Librarian.**

### **Parking**

Library patron parking signs must be observed.