



## Policy for Meeting Room Use

### Reservation and Cancellation –

Farmington Hills (248) 553-0320

Farmington (248) 553-0321, Ext. 250

**The group requesting use of the Library’s facilities agrees to indemnify the Farmington Community Library and its employees or agents against all liability to persons or property on the Library premises.**

1. The meeting rooms are available for a fee to non-profit organized cultural, educational, political (only elected representatives may rent a room) and civic groups in the Cities of Farmington and Farmington Hills **provided their meetings are open to the general public.** We are unable to accommodate the request for private parties.
2. The meeting rooms are available to groups and businesses in the Cities of Farmington and Farmington Hills provided that the intended use will complement and not conflict with the Library’s objectives.
3. **Organizational representatives applying for room reservations must be Farmington Community Library card holders. Reservation must include time for group setup and cleanup. Payment is required at the time of reservation or the reservation will not be honored.** Room arrangements must be confirmed no later than two weeks prior to the reservation. After that time, no changes will be made to the setup.

4. Rental rates:	<u>Facility</u>	<u>Room</u>	<u>Non-Profit</u>	<u>Business/Recitals</u>
	Main Library seating 235	Auditorium	\$30 per hour	\$100 per hour
	Main Library seating 36	Conference Room A	\$20 per hour	\$60 per hour
	Main Library seating 12	Conference Room B	\$20 per hour	\$60 per hour
	Farmington Branch seating 90	Meeting Room	\$20 per hour	\$60 per hour

Groups renting the Auditorium may also reserve the adjoining Auditorium Kitchen.

**Groups renting a meeting room/kitchen are expected to leave the room in the same state of cleanliness as it was found. Failure to do so will result in an additional charge of \$100.**

5. Organizations shall be permitted to make reservations on a regular basis, but not more frequently than once per month or twelve times per year. Reservations must be cancelled at least **seven** days in advance to receive a refund. Cancelling and/or rescheduling dates in excess of two (2) times per year, per organization, will result in forfeiture of previously paid rental fee. Reservations shall fall only between 9:30 a.m. – 8:45 p.m., Monday through Thursday; 10:30 a.m. – 5:30 p.m., Friday and Saturday; 1:30 p.m. – 4:30 p.m. on Sunday.
6. Organizational representatives listed on the contract will have access to the meeting rooms 15 minutes prior to the rental period. Groups must exit the room by the end time listed on their contract. This also applies when using the kitchen at the Main Library.
7. It is not permitted to place tables, chairs or signs in the hallway, or to put decorations or materials on walls. Burning of any materials, including candles or incense, is not permitted.
8. Groups may bring refreshments, however, smoking and alcoholic beverages are not permitted in public meetings.
9. 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.
10. Admission fees, materials fees or donations may not be requested for attendance at programs in order to be equitable to all who attend. Sale of merchandise is not allowed in the Library.
11. The Library reserves the right to cancel any meeting.
12. The **AV equipment is offered at the Main Library 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 prior to your program. The Library cannot guarantee that staff will be available to troubleshoot at the time of your program.
13. **The Farmington/Farmington Hills resident of the organization must sign this form and agrees to accept full responsibility to uphold the above policies. Representative agrees to attend the meeting and to allow the Library to give the contact phone number for organization information requested by the public.** Any group that fails to abide by policies governing the use of the rooms may be denied future use of the facilities.