

The Farmington Community Library Policy for Meeting Room Use

Reservation and Cancellation Phone - (248) 553-0320

1. The meeting rooms are available for a fee to non-profit organized cultural, educational, political 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. To make a reservation, the organization representative must have a **Farmington Community Library card** and call **(248) 553-0320**. Fees must be paid to the Farmington Community Library at least two weeks in advance of the meeting date to confirm the reservation. Rental rates:

<u>Facility</u>	<u>Room</u>	<u>Non-Profit</u>	<u>Corporate</u>
Main Library seating 235	Auditorium	\$20 per hour	\$75 per hour
Main Library seating 36max.	Conference Room A	\$10 per hour	\$50 per hour
Main Library seating 12	Conference Room B	\$10 per hour	\$50 per hour
Farmington Branch seating 90	Meeting Room	\$10 per hour	\$60 per hour

Groups renting a meeting room 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.

Organizations shall be permitted to make reservations on a regular basis, but not more frequently than once per month or twelve times per year. Weekend reservations may be restricted. It is unlikely that groups will be able to make reservations for the same times and days each month.

4. Reservations must be cancelled at least 72 hours in advance or the entire fee shall be forfeited. **Cancellation must be made by calling (248) 553-0320, only.** Any group cancelling more than four meetings in one year must pay the reservation fee when requesting a new reservation.
5. Meetings **must end** at both branches by 8:45 p.m. Monday through Thursday and by 5:45 p.m. on Friday, Saturday and Sunday to permit securing the building before closing. Extensions of time beyond the hour reserved will not be permitted.
6. Decorations or use of materials on walls is not allowed. The organization representative accepts responsibility for repair or replacement of damaged facilities or missing equipment.
7. Smoking and alcoholic beverages are not permitted in public meetings.
8. If any group fails to abide by policies governing the use of the rooms, they will be denied future use of the facilities.
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. No admission fees or donation requests may be requested for attendance of programs; materials fees may be requested but not required.
11. 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.
12. The Library reserves the right to cancel any meeting due to inclement weather or closure of the building.
13. Groups offering refreshments in their programs have the option of using catering from the Main Library's, *Good Night Moon Café* or bringing all necessary equipment. Contact the *Good Night Moon Café* at (248) 553-6890.
14. The meeting room will be opened to the group no earlier than fifteen minutes prior to the reserved time.
15. The AV equipment is offered as a courtesy of the Library and does not affect the cost of the room reservation. Equipment standards and protocols evolve so rapidly that we strongly suggest you make an appointment to test how your equipment and software interacts with ours some time in advance of your program.
16. **The Farmington/Farmington Hills resident of the organization must sign this form and agrees to accept full responsibility to uphold the above policies. The representative agrees to allow the Library to give his or her phone number for organization information requested by the public. The organization representative must attend the meeting or is responsible for selecting an alternate Farmington or Farmington Hills representative who agrees to uphold the above policies.**

Name of Organization _____

Organization Representative _____ Date _____