

BRIDGMAN PUBLIC LIBRARY
POLICY FOR RESERVING THE COMMUNITY ROOM and COURTYARD
Adopted by the Bridgman Public Library Joint Board of Directors
(hereafter referred to as The Board)

The Bridgman Public Library Community Room and Courtyard may be reserved by the residents of the Bridgman Public Library service area. The following policies and rules are designed to serve these purposes and govern the use of these areas.

1. General policies and rules:

- a. The Community Room and Courtyard are available for use by residents of the City of Bridgman, Lake Charter Township, Chikaming Township, and non-profit and for-profit groups in the Bridgman Library service area. The Library Director may grant exceptions if he/she believes there are extenuating circumstances. An application must be approved by the Director and all fees must be paid before using the Community Room and Courtyard.
- b. The primary purpose of the Library facilities is to provide space for Library activities. Therefore Library activities will receive priority in scheduling the use of the meeting rooms. The Library reserves the right to cancel meeting room reservations for operational reasons.
- c. The Community Room and Courtyard are available at no charge. Groups that serve food will be charged a \$100 deposit. The deposit is due prior to the scheduled use of the room and should be in the form of a check. The room will be checked by staff after its use. If no damage has been done and no cleaning is required, the deposit check will be returned within two business days.
- d. All meetings must be free and open to the public. No entrance fees may be charged. Public meeting rooms may only be used by groups whose membership is open to all without restriction based on religion, race, color, national origin, age, sex, or marital status, in accordance with the Michigan Public Accommodations Act.
- e. Meetings that interfere, disturb, impede, or disrupt the normal operations of the Library are not permitted.
- f. Reservations to use the Community Room and Courtyard are considered in the order in which they are received. Reservations for use of these spaces may not be accepted more than three (3) months in advance.
- g. Authorization to reserve and/or use the Community Room and Courtyard does not constitute an endorsement of the groups' opinions, policies, beliefs or viewpoints.
- h. No buying, selling or trading of products or services will be allowed except for authors selling their books at a Library sponsored program or items sold in sole support of the Library.
- i. Users of the Community Room and Courtyard are responsible for set up and clean up and are required to follow this Library policy and all other applicable Library rules and policies.
- j. Refreshments are allowed but must remain in the Community Room and Courtyard areas.
- k. Activities must be contained in the Community Room and Courtyard only.

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- l. Parents, guardians and/or chaperons are responsible for supervising minor children (17 and under) and are required to keep children who need supervision in the Community Room and/or Courtyard.
 - m. An application must be approved by the Library and fees must be paid before using the Community Room and Courtyard.
 - n. The Library Director shall initially resolve any questions arising from the interpretation or implementation of this policy. A decision by the Library Director may be appealed to the Board.
2. Prohibited Uses:
- a. Gambling, use of tobacco and the use or possession of alcoholic beverages, illegal drugs are prohibited.
 - b. The use of candle, grills, fire pits, etc. is prohibited.
3. Damage and Loss:
- The Library is not responsible for any damage to or loss of equipment, supplies, materials, clothing or other items brought to or left in the Library.
4. Storage:
- No items may be stored in the Community Room without permission.
5. Liability:
- Neither the Library nor its employees accept any liability for groups or individuals using the Community Room and Courtyard.
6. Availability:
- a. The Community Room and Courtyard are available during Library hours. Set up and clean up must be done during Library hours. The Community Room and Courtyard each have a maximum capacity of 75 people.
 - b. All activities in the Community Room and Courtyard, including clean-up, must conclude 30 minutes prior to the close of the Library.
7. Application for use of the Bridgman Public Library Community Room and Courtyard :
- An application for use of the Community Room and Courtyard must be submitted on the required form and then approved by the Library Director or his/her designee before using the Community Room and Courtyard.