

**BRIDGMAN PUBLIC LIBRARY**  
**POLICY FOR RESERVING THE COMMUNITY ROOM and PATIO**  
**Adopted by the Bridgman Public Library Joint Board of Directors**

The Bridgman Public Library Community Room and Patio may be reserved by the residents and groups in 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 Patio are available for use by residents of the City of Bridgman, Lake Charter Township, Chikaming Township, and by 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 Patio.
- 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 Community Room. The Library reserves the right to cancel Community Room reservations for operational reasons.
- c. The Community Room and Patio are available at no charge for non-profit groups in the Bridgman Public Library service area.
- d. A fee will be charged to for-profit organizations or individuals in the Bridgman Public Library service area. Fees are detailed at the end of this policy.
- e. Groups that serve food will be charged a \$100 cleaning deposit. The deposit is due prior to the scheduled use of the room and should be in the form of a check separate from any rental fees. The room will be checked by staff after use. If no damage has been done and no cleaning is required, the deposit check will be returned within three business days.
- f. All meetings or programs must be free and open to the public. No entrance fees may be charged. The Community Room may only be used by groups whose membership is open to all without restriction based on religion, race, color, national origin, age, sex, sexual orientation/identity, or marital status in accordance with the Michigan Public Accommodations Act.
- g. Meetings that interfere, disturb, impede, or disrupt the normal operations of the Library are not permitted.
- h. Reservations to use the Community Room and Patio 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.

- i. Authorization to reserve and/or use the Community Room and Patio does not constitute an endorsement of the groups' opinions, policies, beliefs or viewpoints.
- j. 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.
- k. Users of the Community Room and Patio are responsible for set up and clean up. Users are also required to follow all Library policies and all other applicable Library rules.
- l. Refreshments are allowed (with cleaning deposit) but must remain in the Community Room and Patio areas.
- m. Activities must be contained in the Community Room and Patio only.
- n. 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 Patio.
- o. An application must be approved by the Library and fees must be paid before using the Community Room and Patio.
- p. 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, use or possession of alcoholic beverages or illegal drugs are prohibited.
- b. The use of candles, grills, fire pits, etc. is prohibited.
- c. Private parties or celebrations are 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.

**5. Liability:**

Neither the Library nor its employees accept any liability for groups or individuals using the Community Room and Patio.

**6. Availability:**

- a. The Community Room and Patio are available during Library hours. Set up and clean up must be done during Library hours. The Community Room and Patio each have a maximum capacity of 75 people.
- b. All activities in the Community Room and Patio, including clean-up, must conclude 30 minutes prior to the close of the Library.

**7. Application for use:**

An application for use of the Community Room and Patio must be submitted on the required form and then approved by the Library Director or his/her designee before using the Community Room and Patio.

**8. Payment:**

Payment must be made before using the Community Room and Patio. The Library can accept cash, check, or credit card. Cleaning fee deposits must be paid via check.

**9. Fee Schedule:**

- a. No fee for local non-profit groups
- b. For-Profit groups and individuals = \$75 for up to three (3) hours; \$20 per additional hour
- c. Use of Patio in addition to Community Room = \$25 additional
- d. BPL staff attendance or Technology assistance = \$25.00 per hour additional
- e. Use of BPL technology equipment = \$25 additional
- f. If serving food, \$100 refundable cleaning deposit required