



The Lois Wagner Memorial Library

35200 Division Road, Richmond, MI 48062

Phone: 586-727-2665 Fax: 586-727- 3774

Email: lwml@libcoop.net

www.cityofrichmond.net/library

Library hours of operation:

Mon through Wed 11am – 7pm

Th and Fri 9am – 5pm

Sat 10am – 2pm

Meeting Room Application

Date: _____

Contact Information	
Dates and Time Requested	
Name of Group	
Address	
City, State, Zip	
Contact Person	
Contact Phone	Home: _____ Business: _____
Activity Information	
Type of Activity (Speaker, Exhibit, Film, Discussion, Etc.):	
Subject of Activity:	
Will Literature Be Distributed?	
Expected Attendance: _____ (Max capacity is 40-50 persons depending on set-up)	
Will Refreshments be served? _____ (Group is responsible for ALL clean-up)	
Agreement	
<ul style="list-style-type: none"> • A security deposit of \$50.00 is required by groups who use the meeting room outside the Library business hours. Deposit is refundable by the next open business day. • Reserving of the meeting room by those under 18 is prohibited. <p>I HAVE READ THE POLICY AND AGREE TO THE CONDITIONS LISTED.</p> <p>DATE: _____ SIGNATURE: _____</p>	

Library Use Only	
Approved:	<input type="checkbox"/> Y <input type="checkbox"/> N
Comments:	_____
Staff Signature:	_____ Date: _____

Meeting Room Policy

The meeting room in the Lois Wagner Memorial Library in Richmond is available without charge to non-profit organizations for recreational, cultural, and civic purposes. Rooms are not available for religious services or partisan political rallies or for purely social occasions.

All groups must fill out the attached request form in advance. If the meeting room is required on a regular basis, one form per year can be filled out in advance.

The program and meeting needs of the Library will take precedence over meeting room use requests made by other community groups. Booking for groups outside the Library will be on a first-come, first-served basis, with approval from the Director.

The following rules for use must be followed:

1. The Lois Wagner Memorial Library Meeting Room may be reserved by filling out the necessary application form provided by the Library Director, who will coordinate the meeting room's availability.
2. The Meeting Room must be left in a clean and orderly condition. Users shall pay the cost of repair to any damage to facilities and for any additional cleaning. The setting up and breakdown of chairs, tables, and other furniture is the responsibility of the group or individual scheduling use of the Meeting Room.
3. The Meeting Room must be returned to its original condition after use. A vacuum is in the coffee room area for your use.
4. Unplug all appliances and turn off all lights, including the restrooms.
5. All trash must be removed from the building and placed in the dumpster.
6. Groups or persons using the Meeting Room shall be self-sufficient. Library staff will not be available to assist with programs.
7. The workroom and staff lounge are for the use of library personnel only.
8. Groups must secure all necessary licenses if showing videotape or using computer programs in the Meeting Room and agree to indemnify the Library for failure to do so.
9. Programs shall not disrupt the use of the Library by others. Persons attending the meeting are subject to all Library rules and regulations.
10. Granting permission to use the Library facilities does not constitute an endorsement by the Library of the users or their beliefs.
11. At the end of each meeting program, the building's exterior door handle must be checked from the outside by the person responsible for securing the building.

12. The Library Director or any person authorized by the Director reserves the right to withdraw permission for the use of any Meeting Room at any time with or without advance notice when it is deemed necessary for the operations of the Library or other City departments. The City of Richmond assumes no responsibility whatsoever for the organization or group's loss of meeting space for a program when it is necessary to withdraw permission for Meeting Room use.
13. The Library shall assume no responsibility for any materials on display. Items to be displayed shall not be taped or tacked to walls or moldings. The sponsoring group is responsible for supervision and security. The group must also assume responsibility for any necessary insurance for loss, fire and damage.
14. Light refreshments may be served. Alcoholic beverages **MAY NOT** be served.
15. The Library may require a reasonable refundable deposit in accordance with the fee schedule set annually by the City Council. The Library Director shall return said deposit to the organization or group upon determination by the Library Director that the organization complied with all provisions of this policy. If the Library director determines that the organization or group did not comply with the provisions of this policy and expenses must be undertaken by the Library to clean, repair, or perform other work to Library facilities as a result of the organization's use, then the Library Director shall notify the organization or group in writing of its forfeiture of its deposit and the reasons thereof and shall immediately surrender said deposit to the City Treasurer.
16. Reserving of the Meeting Room by those under 18 is prohibited.

Failure to comply with this policy will jeopardize future use of the Meeting Room by your group.

Source:

Lois Wagner Memorial Library. *Meeting Room Policy*

Michigan Library Association. *Public Library Resource Policy Manual*. Rev. ed. 1996

Approved Policy Committee
Revisions Approved Board of Trustees
Approved City Council

Date: March 6, 2000
Date: February 12, 2001; changes October 8, 2001
Date: November 5, 2001