

Please read carefully as some of our policies have recently changed (effective Oct. 1<sup>st</sup>, 2015)

## Commercial Organization Community Room Request

Confirmation of reservations will be made to the applicant upon approval of the completed contract and receipt of required fees. Incomplete paperwork will be returned to the applicant. All applicable fees and the completed contract must be received by the library at least 10 days prior to the room rental. All set-ups and equipment must be requested at the time of booking. The Library must be notified of any changes at least 5 working days in advance of the meeting date. Fire aisles must be kept clear by order of the Fire Marshall. Any person reserving a Community Room must have a valid KPL library card. The cost for reserving Community Rooms is \$150 for one to four hours and \$250 for four to eight hours. Applicants may use the facilities (system-wide) up to 12 times per year. Checks can be made payable to Kalamazoo Public Library.

The Community Room Request form should be returned to Central Library at:

Executive Assistant  
Kalamazoo Public Library  
315 S. Rose St.  
Kalamazoo, MI 49007

E-mail: [MeetingRooms@kpl.gov](mailto:MeetingRooms@kpl.gov)  
Phone: 269-553-7824  
Fax: 269-553-7999

Organization \_\_\_\_\_ Organization Telephone Number \_\_\_\_\_

Contact Person \_\_\_\_\_ Contact E-mail \_\_\_\_\_

Contact Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Telephone \_\_\_\_\_ Contact Library Card Number \_\_\_\_\_

Meeting Purpose \_\_\_\_\_

Room Requested \_\_\_\_\_ Required Date(s) \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Today's Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

I have read the [Meeting Rooms Policy](#) and the Commercial Organization Community Room Procedures and agree to abide by the library's terms for my organization. I understand I am legally responsible for any physical damage done, and agree to pay the actual cost incurred if special cleaning is necessary after use by my group, or for breakage of property, whether accidental or intentional.

I agree on behalf of my organization to defend, indemnify, and hold the library harmless from any loss, damage, liability costs, and/or any other expenses that may arise during, or be caused in any way by use of the community rooms. The library is not responsible for loss or damage to exhibits left in the community rooms or for the personal property of those attending meetings.

I agree to conclude my event and vacate the meeting room prior to closing time.

- I understand that if I need training to use the AV cart I must contact the library in advance of my room reservation.
- I have read and understand the Commercial Organization Community Room Procedures.

Contact Signature \_\_\_\_\_ Date \_\_\_\_\_

(Please complete room set-up information on the next page.)

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## Please Indicate Desired Room Set-Up and Additional Equipment Required

### Central Library – Board Room (fire code 31 persons)

- Standard Set-Up – board table seats 10 (additional seating for 21 persons)

### Central Library – Van Deusen Room (fire code 172 persons)

- Theater Style – chairs only (capacity 165 persons)
- Classroom Style – tables and chairs in rows (capacity 80 persons)
- Block Style – tables and chairs in a block (capacity 40 persons)
- U-Shaped Style – tables and chairs in “U” shape (capacity 30 persons)
- Other: \_\_\_\_\_

### Eastwood Branch Library – Community Room (fire code 130 persons)

- Theater Style – chairs only (capacity 125 persons)
- Classroom Style – tables and chairs in rows (capacity 32 persons)
- Block Style – tables and chairs in a block (capacity 36 persons)
- U-Shaped Style – tables and chairs in “U” shape (capacity 34 persons)
- Other: \_\_\_\_\_

### Oshemo Branch Library – Community Room (fire code 90 persons)

- Theater Style – chairs only (capacity 50 persons)
- Classroom Style – tables and chairs in rows (capacity 18 persons)
- Block Style – tables and chairs in a block (capacity 28 persons)
- U-Shaped Style – tables and chairs in “U” shape (capacity 20 persons)
- Other: \_\_\_\_\_

### Powell Branch Library – Barnabee Gallery (fire code 30 persons)

- Theater Style – chairs only (capacity 30 persons)
- Classroom Style – tables and chairs in rows (capacity 8 persons)
- Block Style – tables and chairs in a block (capacity 14 persons)
- U-Shaped Style – tables and chairs in “U” shape (capacity 10 persons)
- Other: \_\_\_\_\_

### Washington Square Branch Library – Community Room (fire code 75 persons)

- Theater Style – chairs only (capacity 70 persons)
- Classroom Style – tables and chairs in rows (capacity 24 persons)
- Block Style – tables and chairs in a block (capacity 28 persons)
- U-Shaped Style – tables and chairs in “U” shape (capacity 20 persons)
- Other: \_\_\_\_\_

### Additional Available Equipment:

- Food / Catering Permission - \$25.00 surcharge
- Kitchenette Access – \$25.00 surcharge (Central Library only)
- [AV Cart](#) (follow link for AV Cart capabilities; **laptop not provided**)
- Podium
- Portable Stage with Skirt (Van Deusen Room only)
- Portable Stage without Skirt (Van Deusen Room only)
- Refreshment Table
- Whiteboard

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## Commercial Organization Community Room Procedures

### Reservation Requirement

The room/audiovisual fee for reserving Community Rooms is \$150 for one to four hours and \$250 for four to eight hours. Rooms may be booked by Kalamazoo Public Library card holders, only. A current library card number is required to place a hold on any library meeting room.

### Hours

Community Rooms are available Monday through Saturday during all hours the library buildings are open to the public until one half-hour prior to closing. Setup and cleanup of Community Rooms must be completed during reserved time. **Groups will not be permitted to access rooms outside of these hours, nor will they be allowed access to the room prior to their time. All events must be concluded and the rooms vacated thirty minutes prior to closing time.** You will not be permitted to stay past the library closing time for tear down, please schedule accordingly. Please refer to the [library's hours](#) to determine availability.

### Audio Visual Equipment Use

Applicant must make an appointment to meet with Vik Jaglan if they require training on AV equipment by calling 553-7860 at least one week before the meeting date. The library cannot guarantee AV assistance will be available on the day of room rental if this preparatory meeting is not scheduled.

### Reservation Procedure

Reservations must be made by calling the Central Library switchboard at 553-7824 observing the following guidelines:

- The library must receive a reservation form, signed by a Kalamazoo Public Library District library card holder, at least ten days prior to the meeting accompanied by all room setup information. If information is not received within 10 days of meeting date, the room will no longer be held for the group.
- Payment for all room reservations shall be completed within thirty days of making a reservation; if payment is not completed within the allotted time, the room will no longer be held for the group.
- Inquiries regarding room availability may be made by phone or email, but reservation confirmation will not occur until the signed reservation form, including all required information and applicable fees are received.
- Reservations may be made for January through December beginning on October 1 of the previous year.
- The library must be notified of cancellations 5 working days (Monday through Friday) before the meeting date to remain in good standing. Room fees are non-refundable.
- Information provided by the organization on its reservation form shall be given out as public information to individuals requesting such data.

### Room Arrangements and Equipment

Users will estimate the number of attendees and request set-up and equipment needed at the time of reservation. At least five working days' notice is required for all set up changes. Seating arrangements may not be changed after the set-up is completed by library personnel. Fire aisles must be kept clear by order of the Fire Marshall.

The Board Room and Van Deusen Room at Central Library are equipped with Hearing Loop technology. The loops function by transmitting sound signals from an audio source, such as a presenter's microphone, through an amplifier and then wirelessly to users. Patrons and visitors with T-Coil equipped hearing aids or cochlear implants can now seamlessly receive transmissions broadcast through the loop without the need to use any additional devices.

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### **Admissions and Sales**

Organizations using the community rooms may not charge an admission fee. Free will donations may be requested, but making such a gift must not be a requirement for attending the meeting. Sales are permitted by commercial organizations under the following guidelines:

- Sales are confined to the community room, and other library customers are not solicited.
- Sales are for the benefit of the organization making use of the community room.
- Making a purchase is not a requirement for attending the meeting.
- Sales are an inconsequential part of the program scheduled for the community room.

### **Responsibilities of User**

- Users must abide by and enforce the Rules of Conduct for Library use.
- All programs must be open to the public on a first come, first serve basis.
- Users may not attach any materials to library walls or doors.
- No candles or open flames are permitted by order of the Fire Marshall.
- Meetings must not interfere with operations of the library; activities must be confined to the meeting room.
- The library will not store any materials for organizations using community rooms.
- Users must comply with the posted maximum room capacity by order of the Fire Marshall.
- Users must comply with ADA requirements.
- Users must provide adult supervision of children under 18 (1-15 ratio).
- Users must leave facilities in the condition in which they were found.

### **Frequency of Use**

Organizations may use library Community Rooms up to 12 times per calendar year.

### **Refreshments/Catering**

Organizations may serve food in library Community Rooms for an additional charge of \$25.00. A kitchenette is available at Central Library for an additional charge of \$25.00. Users must furnish their own kitchen supplies and leave the kitchen in the condition in which they found it. Only non-alcoholic beverages are allowed. No red or purple beverages are permitted. It is the responsibility of the user to make arrangements for catering and pickup of catering supplies after the event.

### **Damages**

The individual signing the reservation form assumes responsibility for all damages on behalf of the organization. Costs will include actual repair or replacement costs plus staff time. A minimum of \$25.00 will be assessed if special cleaning is required. Cleaning charges in excess of \$25.00 will be based on the actual cost of personnel.

### **Liability**

All organizations using library community rooms take the premises "as is" and assume all risks of injury, including death, to members of the organization, event participants and spectators (which might arise out of activities or out of conditions present within the library facilities). Users of community rooms will agree to defend, indemnify and hold the library harmless from any loss, damage, liability costs, and/or expense that may arise during or be caused in any way by use of library community rooms. The library is not responsible for loss or damage to exhibits left in the community rooms or for the personal property of those attending meetings.

Any questions about the Commercial Organization Community Room Procedures can be directed to 553-7824 or [MeetingRooms@kpl.gov](mailto:MeetingRooms@kpl.gov). Thank you for your interest in renting the Community Rooms at the Kalamazoo Public Library.