



THREE OAKS TOWNSHIP PUBLIC LIBRARY
3 NORTH ELM ST.
THREE OAKS, MI 49128
PHONE: (269) 756-5621
WWW.THREEOAKS.MICHLIBRARY.ORG

Community Room and Library Space Policy (By-Laws Article XIII)

The Three Oaks Township Public Library Community Room and Library Space, like library materials and services, exists for the enlightenment, pleasure and general welfare of the citizens of the Three Oaks Township Public Library service area. The policies and rules set forth herein are designed to serve these purposes and to govern the use of this room.

1. In accordance with applicable provisions of law, these tax supported facilities may be used only by those groups who do not discriminate on any basis identified as discriminatory practices in either the Michigan or Federal civil rights statutes.
2. The use of the Community Room and Library Space shall be limited to members and/or organizations in our service area. Exceptions may be granted. The Library Director and/or Library Board shall reserve the right to refuse any application.
3. An application to use the Community Room and Library Space must be signed by a person representing the group or event and shall be held responsible for conforming to the conditions set forth in this policy.
4. The fact a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library Board, Director or Staff.
5. Refreshments may be served in the Community Room and Library Space with prior approval of the Library Director. Alcoholic beverages must have prior approval of the Three Oaks Township Public Library Board.
6. Smoking is absolutely prohibited under any circumstances in the Library.
7. The scheduled group is responsible for setting up chairs, tables, furniture and/or library or non-library equipment prior to use and for returning all library property to the designated location after use. The area used must be left in a clean and orderly condition. The person signing the application for permission to use the room will be billed for any loss, damage or cleaning charges.
8. The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library, or transported to Library property, by any group or individual in attendance.
9. The Library Board, Director or Staff does not assume any liability on groups and/or individuals in attendance.
10. The Library Director and/or Library Board reserves the right to refuse the use of the room or space to any user who will generate excessive noise, acts of vandalism or other disturbances of the peace.
11. The Library Director and/or Library Board shall resolve any questions arising from policy interpretation or rule implementation.
12. Library functions have priority over those of any other institution or organization.
13. Failure to let the Library Director know in advance that the room or areas will not be needed may be used as a factor in future decisions.
14. No fee will be associated with the use of the Community Room and Library Space when being used during normal business hours. Use outside of regular business hours is at the discretion of the Library Director and is not automatically guaranteed. A library employee or board member must be present for the entire time and a fee of \$35.00 per hours will be charged beyond regular library hours.
15. If early set-up time is required for your event, it must be pre-approved by the Library Director and be included on this form. Early set-up the day prior to your event is only allowed during the last hour the library is open. Early set-up is not guaranteed and is not dependent upon availability of the room or space.



THREE OAKS TOWNSHIP PUBLIC LIBRARY
3 NORTH ELM ST.
THREE OAKS, MI 49128
PHONE: (269) 756-5621
WWW.THREEOAKS.MICHLIBRARY.ORG

Application for Permission to Use the Community Room and/or Library Space

Please fill out this application and return it to the Library for approval at least 24 hours prior to your event.

The Library Director is the only person that can guarantee use of the room at the desired time.

Date(s) Requested: _____ Time(s) Requested: _____

Early Set-Up Requested (only allowed during the last hour the library is open the day prior to your event):

Early Set-Up Needed Yes: _____ or No: _____

Date & Time Allowed for Early Set-Up (to be filled out by Library Director): _____

Name of Organization: _____

Contact Person: _____

Contact Phone Number: _____

Purpose of Function: _____

Number of Persons Expected to be in Attendance: _____

Food and/or Beverages to be served: _____

I have received a copy of the Three Oaks Township Public Library *Community Room and/or Library Space Policy* involving the use of the facilities and agree to comply with them.

Signature: _____ Date: _____

For Library Use Only**For Library Use Only*****For Library Use Only*****For Library Use Only***

Approved: _____ Date: _____

Space Assigned: _____ Downstairs Community Room or _____ Second Floor Meeting Room

or Other Space: (description) _____