



a new adventure every day ...

# Sturgis District Library

255 North Street Sturgis, MI 49091  
Ph. 269-659-7224 Fax 269-651-4534  
[www.Sturgis-Library.org](http://www.Sturgis-Library.org)

## MEETING ROOM RENTAL AGREEMENT

1. Meeting rooms may be reserved for use, on a first come first serve basis, by groups no larger than eight or individuals within the library district. Library usage will always take precedence over other use.
2. In accordance with the Michigan Public Accommodation Act, this public facility may be used only by those groups whose membership is open to all without restriction or discrimination based on race, sex, or religious creed.
3. Users of the meeting rooms shall not charge admission fees, nor otherwise use the privilege for fund raising. A fee may be charged in conjunction with a workshop; educational institutions may charge for classes.
4. Political groups may use the room for nonpartisan or bipartisan programs of an educational nature.
5. Religious groups may use the room for programs or meetings that are non-religious in nature.
6. Private parties are not allowed.
7. In fairness to the numerous groups in the community, reservations will not be accepted for a series of meetings which would designate the library as a regular meeting place. This room may be reserved on a three month basis, but no longer.
8. Light refreshments may be served in connection with a meeting but in no event shall alcoholic beverages or smoking be permitted in this room.
9. The scheduled user is responsible for the setting up chairs, tables, furniture and/or library or non-library equipment prior to the meeting and for returning all library property to the designated location upon termination of the meeting. The room must be left in a clean and orderly condition – future use may be denied if this is not observed. Person signing the usage sheet is responsible for damage, if any.

10. When the meeting room is engaged for use during regular library hours, no charge shall be made by the Sturgis District Library for the first two hours. \$10 shall be charged per hour after the initial two. Use of the room outside library hours shall require the payment of \$25.00 per hour payable **in advance**. This charge will compensate for the library staff member or custodian who must remain on duty to lock up.
11. A group or an individual misrepresenting itself as to name and/or purpose when using the meeting room will not be allowed to use the room again.
12. Any misuse of the room or damage to library property is the responsibility of the user to reimburse the library or future meeting room privileges will be revoked.
13. User is responsible to contact the library to confirm date and time of reservation. A submitted form without confirmation does not constitute a reservation.
14. These regulations may be altered or added to by the Library Board at its discretion.

Please Print Legibly:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Group: \_\_\_\_\_ Date of Request \_\_\_\_\_

Date Room is to be used: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time \_\_\_\_\_

Type of Use: \_\_\_\_\_

Number of Tables/Chairs needed: \_\_\_\_\_

Signature: \_\_\_\_\_

Signee agrees to pay all costs incurred, not limited to any rental fees, damages or cleaning fees. Signee must be present during use of room.

Signee Driver's License Number: \_\_\_\_\_

Address of Signee: \_\_\_\_\_

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