



Clarkston Independence District Library
6495 Clarkston Road
Clarkston, Michigan 48346

Meeting Room Policy

The Clarkston Independence District Library has two meeting room, which are available to community groups as detailed in the following paragraphs.

- I. Availability:** The meeting room is available to all civic, community, or educational organizations, whose purpose is non-commercial, non-partisan and non-profit. Religious groups may use the meeting room for non-sectarian or interdenominational meetings or programs.

All meetings must be open to the public and limited to no more than the maximum occupancy permitted by fire code.

Reservations may be made by calling the library's administrative assistant at 248 625-2212. A written application must be filled out and all fees paid at least one week before the scheduled time in order to confirm the reservation.

- II. Conditions:** Library Board meetings and programs or meetings sponsored by the library or affiliated groups will have first priority in determining use of the rooms.

Renting the room consists of the use of the room, tables and chairs. The library will not furnish any equipment or any other supplies.

Groups using the room are responsible for setting up and the returning room to its original condition and for vacating the premises at their designated time. Groups will be held responsible for any damage to the library building and equipment.

No group shall collect membership dues or admission fees on Library premises unless prior approval from the library director and/or library board. There shall be no commercial sales other than those approved by the Library Board. No program shall be for the sole purpose of soliciting goods or services.

Youth groups (under age 18) require adult supervision.

- III. Refreshments:** There is no food or beverage allowed in the meeting room without prior approval of the Library Director and/or Library Board.

Smoking is prohibited in all areas of the library.



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- IV. Scheduling:** Except for library related programs, groups shall not use the meeting room more than once a month and cannot reserve the meeting room for more than one month at a time.

Meeting room reservations must be made at least two weeks in advance. The room is available Monday through Friday, only during library hours. Time requested must include time for room set up, meeting time and clean up time.

Notice of cancellation must be provided at least one week prior to scheduled date or fee will not be refunded.

- V. Application:** An application form must be completed and signed by the individual assuming responsibility for the meeting and at least one week in advance of scheduled day.

All attendees must adhere to the Library's Patron Rules of Conduct policy.

- VI. Fees:**

Community Meeting Room:

Residents of Independence Township or the City of Clarkston will be charged \$30.00 per hour with a minimum two hour rental. Non residents will be charged at the rate of \$35.00 per hour with a minimum two hour rental.

Youth Activities Room

The room rental fee will be set at \$20.00 per hour.

Notice of cancellation must be provided at least one week prior to scheduled date or fees will not be refunded.

- VII. Liability:** Granting of permission to use the meeting room does not imply endorsement by the Clarkston Independence District Library. All organizations will agree to hold the library harmless from any accidents, injuries, loss damage, liability costs and/or expenses that may arise or to be caused in any way by such use of library facilities.

Library Board Approved: May 12, 2014