



## THREE OAKS TOWNSHIP PUBLIC LIBRARY

3 NORTH ELM ST.

THREE OAKS, MI 49128

PHONE: (269) 756-5621 FAX: (269) 756-3004

WWW.THREEOAKS.MICHLIBRARY.ORG

### Library Facilities Rental Policy (By-Laws Article XIII)

The Three Oaks Township Public Library Facilities, like other library spaces, materials and services, exists for the enlightenment, pleasure and general welfare of the citizens of the Three Oaks Township Public Library service area. Rental of Library Facilities will be allowed to renters that demonstrate community interest and a program designed to increase the involvement of library patrons (i.e. foot traffic) to the library. The policies and rules set forth herein are designed to serve these purposes and to govern the rental of all Library Facilities.

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 rental of all Library Facilities 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. A Library Facility Rental Agreement must be signed by the party using the facilities before use.
4. The cost of Library Facilities Rental will be decided on a case to case basis.
5. The Library Director is responsible for the day to day general operation of the Library and shall be responsible for management decisions involving current renters of library facilities. All other management decisions involving rental facilities shall come before the Library Board.
6. The person signing the Library Facilities Rental Agreement shall be held responsible for conforming to the conditions set forth in this policy.
7. The fact a group is permitted to rent Library Facilities does not in any way constitute an endorsement of the group's policies or beliefs by the Library Board, Director or Staff.
8. Rental of Library Facilities shall primarily occur during normal Library Hours. Any use by renters before or after normal Library Hours shall be determined on a case by case basis and be approved by the Library Director. A library employee or board member must be present for the entire event and a fee of \$35.00 per hour will be charged beyond normal library hours.
9. Refreshments may be served in connection with use of the room. Alcoholic beverages must have prior approval of the Three Oaks Township Public Library Board.

Amended August 13, 2019

Adopted by the Three Oaks Township Public Library Board on March 14, 2012



## THREE OAKS TOWNSHIP PUBLIC LIBRARY

3 NORTH ELM ST.

THREE OAKS, MI 49128

PHONE: (269) 756-5621 FAX: (269) 756-3004

WWW.THREEOAKS.MICHLIBRARY.ORG

10. Smoking is absolutely prohibited under any circumstances in the Library.
11. 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 Library Facilities rented must be left in a clean and orderly condition. The individual signing the Library Facilities Rental Agreement will be billed for any loss, damage or cleaning charges.
12. The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library, left in the library, or transported to Library property by any group or individual in attendance.
13. The Library Board, Library Director or Library Staff does not assume any liability on groups and/or individuals in attendance.
14. The Library Director and/or Library Board reserves the right to refuse the rental of library facilities to any user who will generate excessive noise, acts of vandalism or other disturbances of the peace.
15. The Library Director and/or Library Board shall resolve any questions arising from policy interpretation or rule implementation.
16. Library functions have priority over those of any other institution or organization.

Amended August 13, 2019

Adopted by the Three Oaks Township Public Library Board on March 14, 2012