

BENTON HARBOR PUBLIC LIBRARY

MEETING ROOM POLICY

- 1. All requests to use the meeting room must be made at least 24 hours in advance and no more than 3 months in advance.**
- 2. Requests must be made with either the Library Secretary or the Library Director.**
- 3. All individuals or groups wishing to use the meeting room must fill out and sign the Meeting Room Request Form. Form must be returned at least two (2) Business Days Before event.**
- 4. Rental Fees for all types of groups are \$20.00 per hour with a maximum charge of \$100.00 for any one day. Rental time must include both set-up and clean-up time.**
- 5. Meeting room rental will be confirmed upon receipt of non-refundable payment and meeting room Form. Cancellation due to circumstances beyond control; payment may be reassigned to future use at library discretion.**
- 6. All individuals should check in with the Library Director or Library Secretary before entering the meeting room. The meeting room should be left in good condition upon completion of the meeting. Due to fire regulations, tables and chairs must not block any entrances, exits, or other doors. Also, tables must not be stacked on top of each other.**
- 7. The Library will not be responsible for loss or damage to exhibits left in the meeting room or for the personal property of those attending any meeting.**
- 8. Use of the meeting room does not imply any endorsement by the Library of any user organization's goals or activities.**
- 9. No admission fee may be charged. Any Library sponsored activity is allowed to sell items with the approval of the Board. Remuneration will be negotiated for each event. The Board will determine sponsorship through a timely vote. No other commercial activity will be allowed.**
- 10. Violation of the Meeting Room Procedures will be considered grounds to deny future use of the room to any individual or organization that commits such violations.**
- 11. After hour rental will cost \$50.00 per hour and require a written request to the Board a month in advance of the event.**

12. **Rental until the close of the library will require a \$50.00 deposit, if party is not out of the auditorium and the room is not clean by closing time, you will forfeit your \$50.00.**

***Restrooms unavailable 15 minutes before closing.**

13. **Effective January 16, 2018, a Berrien County municipality may request two (2) uses, per calendar year, of the meeting room free of charge. This request must come directly from the Municipality's clerk to the Director or Secretary of the Benton Harbor Public Library. All other Meeting Room Rental Policy rules must be upheld**

**BENTON HARBOR PUBLIC LIBRARY
MEETING ROOM REQUEST FORM**

Organization's Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Contact Phone Number: _____ **Email:** _____

Date Requested: _____

Set-Up Time: _____

Actual Start Time of Meeting: _____

Actual End Time of Meeting: _____

Clean-Up Time: _____

Request Board sponsorship and approval for sale of items in auditorium.

Yes No

(If yes, 2 months advance notice is required to clear Board approval process.)

I, the undersigned, have read the meeting room procedures. My organization agrees to abide by the Library's terms for use of the facility. I further agree that payment of room rental fees will be made on or before the day of the room reservation. I also agree to be legally responsible for any physical damage done and agree to pay the actual cost for breakage of property or any special cleaning that may be required due to my organization's use of the meeting room.

Contact Signature: _____ **Date:** _____

Benton Harbor Public Library Summer Hours of Operation

Monday	9:00 to 5:30
Tuesday	9:00 to 8:00
Wednesday	9:00 to 8:00
Thursday	9:00 to 8:00
Friday	9:00 to 5:30

Closed on Sundays and Holidays.

Closed Saturdays June, July and August.

Closed the first consecutive Friday and Saturday of each month for staff furlough days.

See Auditorium calendar at:

www.bentonharborlibrary.com

Contact: 269-926-6139 to schedule a reservation.

Benton Harbor Public Library Fall Hours of Operation

Monday	9:00 to 5:30
Tuesday	9:00 to 7:00
Wednesday	9:00 to 7:00
Thursday	9:00 to 7:00
Friday	9:00 to 5:30
Saturday	9:00 to 3:00

(Sept – May unless otherwise advertised)

Closed on Sundays and Holidays.

Closed Saturdays June - August.

Closed the first consecutive Friday and Saturday of each month for staff furlough days.

See Auditorium calendar at:

www.bentonharborlibrary.com

Contact: 269-926-6139 to schedule a reservation.

Rev. January 16, 2018