

# Commercial Organization Community Room Request

## Commercial Organization Community Room Procedures

### Reservation Requirement

**To reserve a Community Room a completed request form and payment needs to be submitted to the Kalamazoo Public Library (KPL or Library) Administration Office at the Central Library location 10 business days prior to the meeting or event.** The commercial fee to reserve a Community Room is \$150 for one to four hours and \$250 for four to eight hours. **Community Rooms can only be booked by Kalamazoo Public Library district card holders.** Reciprocal card holders cannot request a Community Room unless they have purchased full service with their card. Temporary card holders do not have the ability to request a Community Room.

**Furthermore, a current KPL district library card number is required to be listed on the request form for a hold or reservation to be made for a Community Room. Approval or denial of the request will be made known to the applicant after the submitted materials are reviewed. Again, a completed request form and payment must be received by the library at least 10 business days prior to the room rental.** An incomplete request form will be returned to the applicant, and any tentative holds will be released. All set-ups and equipment must be requested at the time of booking. The Library must be notified of any changes at least five business days prior to the meeting or event date. Applicants may use the facilities (system-wide) up to 12 times per year.

Community Rooms cannot be reserved for personal social events such as showers, birthday parties, memorials, weddings, or receptions.

### Holds

If organizations are unsure about the expected attendance size or other necessary details about their meeting or event, they can place a tentative hold. Organizations can request a tentative hold on a Community Room via email to [CommunityRooms@kpl.gov](mailto:CommunityRooms@kpl.gov) or calling the Central Library Administration Office at 269-553-7824 if they have the following information:

- Organizations Name
- Contact Person's First and Last Name
- Phone number or email address
- Contact Address (KPL resident address)
- KPL resident library card number (in good standing)
- Meeting/Event Purpose
- Location & Room Requested
- Date(s) Requested
- Start Time and End Time

**A tentative hold being placed is not a guarantee from the Library that the Community Room being requested is reserved for the organization.** Tentative holds can only be placed 10 business days before the meeting or event. **If a completed Community Room Request form and payment is not received by the 10 business days prior to the meeting or event, the hold will be released.** Also, a payment given to the Library before a Community Room Request form is received does not hold a Community Room for an organization.

### Payment

Organizations can submit payment for a Community Room by calling the Kalamazoo Public Library Administration Office at 269-553-7824 or by mailing a check payable to the Executive Assistant at the Kalamazoo Public Library, 315 S. Rose St. Kalamazoo, MI 49007. If an organization is reserving a Community Room for a series of dates, the payment for the entire series of reservations is due 10 business days prior to the first event/meeting date. **Payments to the Library for Community Rooms without a completed Community Room Request form will not be processed to reserve a Community Room.**

### Hours

Community Rooms are available Monday through Saturday during all hours the library buildings are open to the public. Monday through Friday Community Rooms are available until one half-hour prior to closing, excluding Saturday. **On Saturday Community Rooms must be vacated by 4pm. The setup and cleanup of Community Rooms must be completed during the reserved time stated in the request. Organizations will not have access to the rooms outside of Library hours, nor will they have access to the room prior to their reserved time.** You will not be permitted to stay past your reserved time for tear down, please schedule accordingly. Please refer to the [library's hours](#) to determine availability.

### Audio Visual Equipment Use

Applicants requesting to use audio visual equipment must make an appointment to meet with Technology Services to receive training on usage of AV equipment. Please call (269) 553-7861 at least 10 business days prior to the meeting date. **The library cannot guarantee AV assistance will be available on the day of room rental if this preparatory meeting is not scheduled.**

Furthermore, the Board Room and Van Deusen Room at Central Library are equipped with Hearing Loop technology. The loops function by transmitting sound signals from an audio source, such as a presenter's microphone, through an amplifier and then wirelessly to users. Patrons and visitors with T-Coil equipped hearing aids or cochlear implants can now seamlessly receive transmissions broadcast through the loop without the need to use any additional devices.

### Reservation Procedure

Procedures to reserve a Library Community Room are as follows:

- The library must receive a request form, signed by a **KPL district library card holder**, at least 10 business days prior to the meeting accompanied by all room setup information. The library card number must be in good standing.
- A completed request form and payment must be received within 10 business days of meeting date, if the request form and payment are not received within 10 business days any tentative holds will no longer be held for the organization, and the room will be released.
- Inquiries regarding room availability or request for tentative holds may be made by phone or email, **but reservation confirmation will not occur until a complete request form is submitted, and payment for the room has been received.**
- Beginning on October 1st of the current year reservations may be made for January through December of next year.
- The library must be notified of cancellations five business days before the meeting date to remain in good standing. **Room fees are non-refundable.** If an organization needs to cancel the room request, the organization will have a credit to use a meeting room another time within 1 calendar year.
- Information provided by the organization on its reservation form shall be given out as public information to individuals requesting such data.
- Reservations must be made by calling the Central Library Administration Office at 269-553-7824 or emailing the Administration Office at [CommunityRooms@kpl.gov](mailto:CommunityRooms@kpl.gov) observing the following guidelines:

### Room Arrangements

Organizations will have to list the number of attendees for the event, select one of the set-up's the Library offers, and request any equipment or permissions needed for the meeting and/or event. **If changes need to be made to a selected set-up after a request has already been submitted and approved the organization must contact Switchboard five (5) business days prior to the date listed on the request for changes to be accepted.** Set-up arrangements cannot be changed on the day of the meeting and/or event. While in the Community Room please be aware of the fire aisles, they must be kept clear by order of the Fire Marshall.

### **Admissions and Sales**

Organizations using the Community Rooms may not charge an admission fee and all events and meetings must be open to the public. Organizations reserving Community Rooms for meetings or organizational programs will have the room privately designated to them during their reserved time. Free donations can be requested, but making such a gift must not be a requirement for attending the meeting. Sales are permitted by commercial organizations under the following guidelines:

- Sales are confined to the Community Room, and other library customers are not solicited.
- Sales are for the benefit of the organization making use of the Community Room.
- Making a purchase is not a requirement for attending the meeting.
- Sales are an inconsequential part of the program scheduled for the Community Room.

### **Responsibilities of User**

- Organizations and their members must abide by the [Rules of Conduct for Library Use](#).
- If the room is being requested for a community program, it must be open to the public on a first come, first serve basis.
- Organizations may not attach any materials to library walls or doors.
- No candles or open flames are permitted by order of the Fire Marshall.
- Meetings must not interfere with the operations of the library; activities must be confined to the meeting room.
- The library will not store any materials for organizations using Community Rooms.
- Organizations must comply with the posted maximum room capacity by order of the Fire Marshall.
- Organizations must comply with ADA requirements.
- Organizations must provide adult supervision for children under 18 .
- Organizations must leave facilities in the condition in which they were found.

### **Parking**

Organizations are responsible for their own parking. If an organization needs access to the Kalamazoo Public Library parking lot for an extensive amount of time for unloading and/or pick-up of materials or for a parking spot, organizations must communicate this need 10 business days prior to event or meeting. Request for use of the parking lot will be approved or denied on a case-by-case basis. The approval of a Community Room Request form is not an automatic approval for guaranteed parking. Please email [CommunityRooms@kpl.gov](mailto:CommunityRooms@kpl.gov) about parking needs for events and/or meetings.

### **Frequency of Use**

Organizations may use library Community Rooms up to 12 times per calendar year.

### **Endorsement and Sponsorship**

The organization acknowledges that approval of a Community Room is not an endorsement or sponsorship by KPL for the event or meeting. The organization agrees that it will not list the Kalamazoo Public Library as a sponsor in any literature or publicity. Any publicity intended for the public must contain the following disclaimer: "This [presentation, event, meeting, etc.] is not sponsored by the Kalamazoo Public Library." Any publicity materials that include the Library's name or logo, must be approved prior to use by the Marketing and Communications department of the Kalamazoo Public Library.

### **Refreshments/Catering**

Organizations may serve food in the Library Community Rooms for an additional charge of \$25.00. A kitchenette is available at Central Library for an additional charge of \$25.00. Organizations must provide their own kitchen

supplies and leave the kitchen in the condition in which they found it. Alcoholic beverages are prohibited. **It is the responsibility of the organization to make arrangements for catering and pickup of catering supplies after the event.**

#### **Damages**

The individual signing the reservation form assumes responsibility for all damages on behalf of the organization. Costs will include actual repair or replacement costs plus staff time. A minimum of \$25.00 will be assessed if special cleaning is required. Cleaning charges more than \$25.00 will be based on the actual cost of personnel.

#### **Liability**

All organizations using library Community Rooms take the premises “as is” and assume all risks of injury, including death, to members of the organization, event participants and spectators (which might arise out of activities or out of conditions present within the library facilities). Users of Community Rooms will agree to defend, indemnify, and hold the library harmless from any loss, damage, liability costs, and/or expense that may arise during or be caused in any way by use of library Community Rooms. The library is not responsible for loss or damage to exhibits left in the Community Rooms or for the personal property of those attending meetings.

Any questions about the Commercial Organization Community Room Procedures can be directed to 269-553-7824 or [CommunityRooms@kpl.gov](mailto:CommunityRooms@kpl.gov)

Please select a set-up for the Community Room request on the following page.

**Please Indicate Desired Room Set-Up and Additional Equipment Required**

**Central Library – Board Room** (fire code 31 persons)

- ☐ Standard Set-Up – board table seats 10 (additional seating for 21 persons)

**Central Library – Van Deusen Room** (fire code 172 persons)

- ☐ Theater Style – chairs only (capacity 165 persons)  
☐ Classroom Style – tables and chairs in rows (capacity 80 persons)  
☐ Block Style – tables and chairs in a block (capacity 40 persons)  
☐ U-Shaped Style – tables and chairs in “U” shape (capacity 30 persons)  
☐ Other: \_\_\_\_\_

**Eastwood Branch Library – Community Room** (fire code 130 persons)

- ☐ Theater Style – chairs only (capacity 125 persons)  
☐ Classroom Style – tables and chairs in rows (capacity 32 persons)  
☐ Block Style – tables and chairs in a block (capacity 36 persons)  
☐ U-Shaped Style – tables and chairs in “U” shape (capacity 34 persons)  
☐ Other: \_\_\_\_\_

**Oshtemo Branch Library – Community Room** (fire code 90 persons)

- ☐ Theater Style – chairs only (capacity 50 persons)  
☐ Classroom Style – tables and chairs in rows (capacity 18 persons)  
☐ Block Style – tables and chairs in a block (capacity 28 persons)  
☐ U-Shaped Style – tables and chairs in “U” shape (capacity 20 persons)  
☐ Other: \_\_\_\_\_

**Washington Square Branch Library – Community Room** (fire code 75 persons)

- ☐ Theater Style – chairs only (capacity 70 persons)  
☐ Classroom Style – tables and chairs in rows (capacity 24 persons)  
☐ Block Style – tables and chairs in a block (capacity 28 persons)  
☐ U-Shaped Style – tables and chairs in “U” shape (capacity 20 persons)  
☐ Other: \_\_\_\_\_

**Optional Equipment and Permissions:**

- ☐ Food / Catering Permission - **\$25.00 surcharge**  
☐ Kitchenette Access – **\$25.00** surcharge (Central Library only)  
☐ [AV Cart](#) (follow link for AV Cart capabilities; **laptop not provided**)  
☐ Podium  
☐ Portable Stage with Skirt (Van Deusen Room only)  
☐ Portable Stage without Skirt (Van Deusen Room only)  
☐ Refreshment Table  
☐ Whiteboard

If you have read the [Community Rooms Policy](#) and the Commercial Organization Community Room Procedures and agree to abide by the library's terms please fill out the following information.

- ☐ I understand I am legally responsible for any physical damage done and agree to pay the actual cost incurred if special cleaning is necessary after use by my group, or for breakage of property, whether accidental or intentional.
- ☐ I agree on behalf of my organization to defend, indemnify, and hold the library harmless from any loss, damage, liability costs, and/or any other expenses that may arise during, or be caused in any way by use of the Community Rooms. The library is not responsible for loss or damage to exhibits left in the Community Rooms or for the personal property of those attending meetings.
- ☐ I agree to conclude my event and vacate the meeting room at the stated closing time in the contract.
- ☐ I understand that if I need training to use AV equipment, I must contact the library in advance of my room reservation.
- ☐ I understand that the contact person listed on the Community Room Request Form needs to be the contact person on the day of the event or meeting and will be present for the duration of the event or meeting.
- ☐ I have read and understand the Commercial Organization Community Room Procedures.

Organization Name: \_\_\_\_\_

Contact Person(s) Name [First and Last]: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Library Card Number: \_\_\_\_\_

Meeting Purpose/Event Name: \_\_\_\_\_

Location & Room Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Community Room Request form can be returned to Central Library via email or mail at:

Executive Assistant  
Kalamazoo Public Library  
315 S. Rose St.  
Kalamazoo, MI 49007

E-mail: [CommunityRooms@kpl.gov](mailto:CommunityRooms@kpl.gov)  
Phone: 269-553-7824  
Fax: 269-553-7999