

Room Reservation and Use Policies

Study Rooms

The Library has two Study Rooms: the Assisted Study Room and the Group Study Room.

- 1-3 people may reserve the Assisted Study Room and 1-8 people may reserve the Group Study Room for a maximum of two hours per group or single user, per day. A single user or group may not book more than one study room (i.e., Group Study Room and Assisted Study Room) per day if the total daily time would exceed 2 hours.
- Booking of these rooms can be done either online, in person at the Adult Services Reference Desk, or by calling (248) 618-7693, or on a walk-in basis if the room is not already reserved.
- Groups of 2 or more people may request a recurring reservation. A single user may not make a recurring reservation
- Recurring reservations will be cancelled after two consecutive instances of the patron not notifying the adult services staff that they cannot make their reservation. Patrons will not be notified if their recurring reservation has been cancelled.
- A 10-minute grace period will be granted to a patron with a reservation. The reservation will be forfeited after 10 minutes if another patron is waiting for the room.
- There is a limit of three (3) people at a time in the Assisted Study Room and eight (8) people at a time in the Group Study Room. An adult must accompany children under 12 years of age. Please check in at the Adult Services Reference Desk to use this room.
- As is true throughout the library, no smoking, food, or drinks without lids are allowed in the Study Rooms. Persons misusing a Study Room, disturbing others, being noisy, etc. will be asked to leave.

January 9, 2024

MEETING ROOMS

The Library has two Meeting Rooms: the Conference Room and the Community Room.

The Library Administration staff authorizes the use of the meeting rooms and maintains the schedule. The following policy governs both the use of the Library's Conference Room and the Community Room.

The person applying for a meeting room reservation shall be held responsible for conforming to the conditions set forth in this policy. Failure to comply may result in the denial of future reservations.

PREFERENCE IN SCHEDULING

In all cases of scheduling, the Library or other Township-sponsored events have precedence over all other meetings.

ELIGIBILITY

Profit and non-profit groups and organizations whose meetings are cultural, educational and/or for the public betterment are eligible. This tax supported facility may be used only by those groups whose meeting attendance is open without restriction based on race, sex, religious creed, or political affiliations.

The use of Library meeting rooms will not be granted for meetings which are politically partisan, commercial or religious in nature. No selling, solicitation or order-taking is permissible during the use of the meeting rooms.

Exceptions may be granted by the Library Director acting for the Township Board if she, or he, deems extenuating circumstances are involved. The Library Director shall reserve the right to refuse applications from ineligible groups.

LIBRARY OR TOWNSHIP ENDORSEMENT

The use of the Library's meeting rooms does not imply endorsement of the beliefs of that group by the Waterford Library staff, the Library Advisory Committee or the Waterford Township Board.

APPLICATION FOR USE

Please apply online. Call Library Administration at (248) 618-7681 if questions.

An online reservation form must be completed and submitted to the Library's Administrative office for approval no less than two weeks and no more than 120 calendar days prior to the date of use.

Reservations shall be canceled by the organization/group at least 24 hours in advance. Any fees shall be refunded by the Library.

HOURS OF USE

Hours of scheduling shall include the total time involved in the meeting, from the time the organization requires the room for set-up or assembling to the time the room is vacated.

All meetings must coincide with the Library's staff hours.

MEETING ROOM BOOKING HOURS

Monday-Thursday 10am-8:30pm

Friday Closed

Saturday 10am-4:30pm

Sunday 1pm-4:30pm

NOTE: All meetings must end 30 minutes before the Library's scheduled closing time for that day.

FEES

Conference Room

- Maximum seating capacity: 14
- Non-profit groups and organizations: \$10.00
- For profit organizations: \$20.00

Community Room (Includes use of kitchen facilities, Keurig Coffeemaker)

- Maximum seating capacity: 50 (32 with tables)
- Non-profit groups and organizations: \$45.00/First 2 hours, \$15.00/hour for each additional hour
- For profit organizations: \$65.00/First 2 hours, \$15.00/hour for each additional hour

Equipment available includes:

Dry marker boards with markers and erasers

Screen & Projector

Keurig Coffeemaker

Lectern – Community Room only

Kitchen facilities (sink, microwave, refrigerator) - Community Room only

Rooms have wireless and wired internet access capabilities.

All fees shall be paid at the time of confirmation of acceptance of application or at least one week in advance. Failure to do so forfeits the reservation.

RESPONSIBILITIES OF SCHEDULED GROUPS

The Library will set up all library furniture and equipment needed for use of Community Room(s). The scheduled group is responsible, at the time the reservation is accepted, for indicating how the room is to be set up and equipment needed. The room used must be left in a clean and orderly condition. Future use will be denied if these duties are not observed.

- Adult supervision (over the age of 21) is required for all youth groups.
- The Library facilities all comply with ADA (Americans with Disabilities Act) requirements. Any additional special requirements for those attending an organization's meeting are the responsibility of the organization.

- Use of the Library's name and telephone number on any publicity, EXCEPT as the location of the event, is strictly prohibited.
- The group must not tape or adhere anything to the walls.

The person signing the application for permission to hold a meeting in the Library will be billed for any necessary cleaning or repairs in the event of damage to Library property.

Applications may be rejected and groups previously granted permission may have permission withdrawn for violation of Library rules or conduct inconsistent with Library rules and regulations.

FIRE REGULATIONS

1. The use of an open flame, such as lighted matches, candles, etc. is forbidden.
2. Electrical extensions and decorations must be flame proof.
3. Decorations such as posters and banners require special permission. No paper lanterns or draped lamps permitted.
4. Corridors, hallways and exits must be free of obstructions at all times.
5. Maximum capacity numbers in the meeting rooms must be observed.

FOOD, DRINK AND SMOKING

The Waterford Township Public Library is a totally smoke-free building by Township Ordinance. Meals and/or beverages (non-alcoholic only) may be served in the Community Room only. Beverages (non-alcoholic only) and/or light refreshments may be served in the Conference Room. Arrangement to use the Community Room kitchen facilities or the Library's coffeemaker must be made at the time of application. All supplies, food, and drink will be provided by the organization. Set-up and preparation of all refreshments is the responsibility of the scheduled user.

Any cleaning costs resulting from room use will be billed to the person who submitted the room reservation request.

LIABILITY

The Library staff, Advisory Board or Township Board do not assume any liability on groups or individuals attending a meeting in the Library.

The Library or Township is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library or transported to Library property by any group or individual attending a meeting.

January 2024