Room Reservation and Use Policy

The community, meeting, and telehealth rooms at the Alma Public Library are an essential component of the services and resources provided by the library in support of the mission of the Alma Public Library: to promote literacy, build community, and encourage lifelong learning.

Room reservations must be made via almalibrary.org or by contacting the Library Director.

Meeting rooms may be used by library patrons, community members, and organizations. Library programs and events take precedence. Reservations are accepted on a first-come, first-served basis. The library retains the right to deny access to meeting rooms if the proposed use jeopardizes community wellness and safety.

General Information and Policies

- A group may make up to three reservations.
- Reservations require a minimum of two business days' notice.
- After hours, multipurpose room users will receive a door code to unlock and lock the community room door.
- The multipurpose room requires a $50 deposit. Additional fees will be charged for excessive damages or required cleaning. Use of the meeting and telehealth rooms is provided with no deposit required.

Use of facilities

The meeting rooms, hallways, and restrooms must be left in the same condition and set up arrangement as when the user took responsibility for the premises. Users are also required to complete the **Clean-up Checklist** before leaving the property.

General Guidelines:

- No admission fees may be charged or solicited by the user, nor may any item or service be sold or advertised. Exceptions may be made for library-sponsored programs, Friends of the Alma Public Library events, and at the discretion of the Library Director.
- Meetings must be free, compliant with the Americans with Disabilities Act, as well as compliant with occupancy limits set by the library.
- Any non-library group using the meeting rooms may not publicize its activities in such a way as to imply library sponsorship.
- No candles or other open flames may be used.
- Failure to follow the rules may disqualify the user from using the room for one year or for a time determined by the Alma Public Library Board of Trustees.
- Permanently attaching items to the walls or shades is prohibited. Temporary attachment of items to the walls may take place using provided painter’s tape.
- Groups that make room reservations and fail to show up two times without giving the library sufficient notice will have meeting room privileges revoked for six months.

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- To ensure equitable access to meeting rooms, use is limited to a maximum of twelve reservations on the calendar at one time unless the library is a co-sponsor of the program. Anything beyond this is at the discretion of the library director
- Publicity may include the library name, address, and appropriate room designation as location information only. Use of the library logo is not permitted. The name, address, and phone number of the library may not be used as the official address of any organization using the meeting rooms, except the Friends of the Alma Public Library.
- Failure to adhere to the library's policies or clean up the room may result in cancellation of current and refusal of future reservations.

Responsibility of Users

- The furnishings and equipment must be returned to their original locations in storage rooms.
- All refuse must be taken with the user, and floors and surfaces must be free from debris.
- For events taking place after library hours, lights must be turned off and the windows and doors must be secured.
- Users' equipment and materials may not be stored at the library before or after a room is used and deliveries, including food, will not be accepted by the library.
- The library staff is not available for technology support for events. If desired, meeting room technology equipment training appointments are available. Schedule the appointment at least one week prior to your reservation.

Food & Beverages

Food and non-alcoholic beverages may be served in the community room.

DVD/Video Showings

User organizations agree they will comply with copyright laws and will secure necessary performance licenses for DVD/video showings and exempt the Library for any failure to do so.

Available Spaces

The Multipurpose Room

- Maximum Capacity: 90 people
- Equipment: 12 tables, 66 chairs, projector screen, projector, Bluetooth speaker, kitchenette, refrigerator, sink
- Access: Exterior door directly adjacent to the parking lot. Access to restrooms via the building entry corridor.
- Availability: 7am-10pm Sunday-Saturday

Conference Room

- Maximum Capacity: 20 people
- Equipment: 1 table, 12 chairs (additional chairs available), LED monitor, whiteboard
- Access: Room is within the library. Private space when door is closed.
- Availability: during library hours only

Telehealth Room A

- Maximum Capacity: 2 people
- Equipment: 1 table, 2 chairs, LED monitor, whiteboard
- Access: Room is within the library. Private space when door is closed.
- Availability: during library hours only

Telehealth Room B

- Maximum Capacity: 4 people
- Equipment: 1 table, 4 chairs, LED monitor, whiteboard
- Access: Room is within the library. Private space when door is closed.
- Availability: during library hours only

ALMA PUBLIC LIBRARY MEETING ROOM RESERVATION FORM

The Alma Public Library provides meeting spaces as a community service. Approval of a meeting room reservation is neither a Library sponsorship nor an endorsement of the organizing group or individual.

Room reservation requested for:

☐ Multipurpose Room ☐ Conference Room ☐ Telemedicine Room A ☐ Telemedicine Room B	Date of event: _____ Start time: _____ End time: _____ Anticipated number of participants:_____
Name of Organization	Contact Person
Email	Phone
Description of event:	List in detail all equipment, props, and/or materials that will be brought into the library:

The undersigned hereby applies for the use of a meeting room for the non-profit purposes indicated above. It is agreed that while being used by the Undersigned, proper control will be maintained over the building and any persons who may be therein. It is agreed that any damage beyond normal wear and tear while being used for the purpose requested will be the liability of the Undersigned. Costs for any cleaning required for damage beyond normal wear and tear while being used for the purpose requested will also be the liability of the Undersigned. The Undersigned agrees to indemnify, save and hold free and harmless the Alma Public Library, the City of Alma et al, and the City of Alma, their officers, agents, or employees, or any of them, may sustain or incur, or that may be imposed upon any of them, or injury to, or death of, persons or damages to property arising out of, connected with, or attributable to the use and occupancy of the Alma Public Library, as provided herein. The Undersigned agrees to be personally liable for compliance with the terms and conditions of the Alma Public Library Meeting Rooms Policy.

Signature: _____ Date: _____

Printed Name: _____

Please consider donating to the Library for the use of the facilities.

Staff use only:	Date deposit received: _____
Date received by library staff_____	Approved Yes No
Initials of staff_____	Date confirmation sent _____
Date deposit returned: _____	Staff initials:_____

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