

Wyoming Public Library

3350 Michael SW, Wyoming, MI 49509



Reservation Information Packet and Application

MEETING ROOM PURPOSES

Meeting rooms are provided in the Wyoming Public Library to aid the City and Library in promoting programs of service to the community. Organizations within the community that promote civic, educational, or cultural type programs are encouraged to use these rooms.

Meeting room usage IS NOT permitted for: soliciting, lobbying, fundraisers, auctions or sales of any type with the exception of City and Library events. Personal events, such as birthday parties, weddings and bridal showers are not allowed.

AVAILABILITY & FEE INFORMATION

City, Library and related programs have priority in the use of the facilities.

Meeting rooms and the conference room are available for use during hours of operation:

<u>Library Hours of Operation:</u>	
Monday - Thursday	9:30 - 8:00
Friday & Saturday	9:30 - 5:00
Sunday*	1:00 - 5:00

*Closed during summer (Memorial Day to Labor Day)

Weekend (Friday, Saturday and Sunday) meeting arrangements must be made at least four (4) weeks in advance and may incur an additional charge based on additional labor charges incurred by the city, including a minimum of two hours overtime pay for maintenance staff.

The fee schedule for the meeting rooms is as established by resolution in the City Code of Ordinances.

Non-profit groups based in the City of Wyoming or groups that have 50% or more of it's participants residing in the City of Wyoming will be charged the resident rate for the meeting rooms.

Payments may be made by check or cash ONLY. Unfortunately, credit cards cannot be accepted for Library reservations.

Use of the room shall include tables and chairs. Additional equipment including projection equipment, VCR and monitor, amplifiers for the hearing impaired, slide projector, easels, tabletop lecterns, lecterns with independent sound systems, and lavaliers, standard and tabletop microphones may be available in some of the meeting rooms. Features and optional services available with room rentals also include:

-Handicap accessibility -Warming kitchen -Ample adjacent parking -Coat room

SCHEDULING, APPLICATION AND CANCELLATIONS

To reserve a meeting room, you must contact the Wyoming Parks & Recreation Office at 530-3164 to obtain a contract/application. Rooms are not considered reserved until the payment and signed contract are received by the Wyoming Parks & Recreation Office. Reservations are made on a first-come, first-served basis. Holds are not permitted.

Meeting rooms may be scheduled no more than twelve (12) months prior to the scheduled date with the exception of City and Library functions.

There are no refunds for cancelling. Reservations may be changed only if there is availability and there is at least a one week in advance notice.

The City reserves the right to cancel any reservation, with a written thirty-day notice, if it interferes with a City or Library event. A full refund will be given if the City cancels the reservation.

Rooms **CANNOT** be reserved by any one organization on a weekly basis. If a group wishes to rent a room on a weekly basis, they may submit a request in writing to City of Wyoming, Manager's Office, 1155 28th St SW, Wyoming, WY 82002.

Any application may be rejected or withdrawn for violation of the rules at the absolute discretion of the City Manager.

KITCHEN FACILITY, FOOD & BEVERAGES

Bookworm Café has right of first refusal for providing coffee and light food service for social and business functions (excluding City and Library meetings) in meeting rooms. To exercise that right, Bookworm Café must be able to provide the services requested for function at a price comparable to that proposed by any other vendor. Please contact the Bookworm Café at (616) 531-7616, before planning your event.

If coffee is not available from Bookworm Café, a coffee pot will be available for use with the meeting rooms. The person or organization renting the room shall be responsible for coffee, cups, cream, sugar and any other related items.

Light refreshments may be served in meeting rooms; the kitchen facility is to be used to prepare light refreshments and coffee (if Bookworm Café is not able to supply), absolutely no cooking will be allowed on site.

No **RED** beverages may be served in meeting rooms.

The kitchen is to be shared by those who have reserved meeting rooms.

Groups are required to clean kitchen and equipment used, returning kitchen to its original condition, otherwise a cleaning fee of \$50.00 or more (based on actual cost to the City) will be charged.

RESPONSIBILITY FOR EQUIPMENT & FACILITIES

Meetings must be supervised by the person who signed the contract and he/she **MUST** be in attendance while the room is being used.

Fire aisles must be kept clear, by order of the Fire Marshall.

Audiovisual equipment use must be arranged at the time room is reserved. The person reserving the room is held responsible for any damage, or theft of, City or Library property.

Use of electrical or other equipment must conform to normal fire and safety standards. Equipment not supplied by Library is prohibited without written approval.

Extension cords are not permitted.

The person, organization or business renting the room is responsible for damage to City or Library equipment used and damages to the meeting room itself. Improper clean-up or damage to the room or its contents, could result in reimbursement of cleaning and repair costs incurred by the City by the person who reserved the room and future use of the room by the group may be denied.

Meetings are to be concluded, trash put in receptacles and cleaned up by the time indicated on the Meeting Room contract .

RULES & REGULATIONS

- There can be no soliciting, lobbying, fundraisers auctions or sales of any type with the exception of City or Library events. Personal events, such as birthday parties, wedding or bridal showers are not allowed.
- Groups using a meeting room are expected to conduct its proceedings in a quiet, orderly manner. Events which may disturb regular Library functions **ARE NOT** permitted.
- Event activities must be contained to the meeting rooms rented.
- The use of alcoholic beverages or smoking in the meeting rooms, Library or on Library grounds is prohibited.
- Use of decorations, tape or similar materials on walls is prohibited.
- Only **FREE** literature may be distributed, and must be distributed only in the meeting room. No literature should be left in the room.
- Meetings must be open to the public and room capacity is limited to posted maximum.
- Youth groups require adult supervision.
- Though a group is permitted to meet at the public Library it does not in any way constitute endorsement of the group's policies or beliefs by the City. Groups sponsoring public meetings must make their sponsorship clear in any type of advertisements or publications. In **NO WAY**, should it appear that the City or Library is sponsoring the event.
- The City & Library **ARE NOT** responsible for any equipment left in the meeting rooms or kitchen.
- The City reserves the right to refuse future bookings to groups that fail to appear on scheduled meeting dates or do not abide by the above policies.



Meeting Room A:
Classroom Style - Up to 12
Conference Style - Up to 12
Theatre Style - Up to 24



Meeting Room B:
Classroom Style - Up to 30
Conference Style - Up to 16
Theatre Style - Up to 50
Stage
LCD Projector (bring own DVD or Flash Drive)
DVD/VCR
Wireless Microphone
CD/Tape Player
Remote Control



Meeting Room C:
Classroom Style - Up to 24
Conference Style - Up to 12
Theatre Style - Up to 34

**MEETING ROOMS
A, B & C MAY BE
COMBINED FOR
LARGER GROUPS**

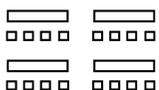


Conference Room:
White Screen in room
Small Kitchenette
Conference Style ONLY
Up to 14

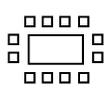
Rentals are in 5-Hr Time Blocks			
<u>Residential Fees:</u>		<u>Non-Residential Fees:</u>	
Room A:	\$25.00	Room A:	\$50.00
Room B:	\$50.00	Room B:	\$75.00
Room C:	\$25.00	Room C:	\$50.00
A & B:	\$75.00	A & B:	\$125.00
B & C:	\$75.00	B & C:	\$125.00
A, B & C:	\$100.00	A, B & C:	\$175.00
Conf. Room:	\$25.00	Conf. Room:	\$50.00

ONLY AVAILABLE SET UPS

~ CAPACITIES ARE DETERMINED BY ROOM SET UP ~



Classroom



Conference



Theatre

~ **ADDITIONAL OVERTIME FEES MAY APPLY** ~

City of Wyoming Library Meeting Room Reservation Application/Contract

Instructions:

1. Please complete BOTH sides of the Application/Contract.
2. Return with check or money order. If you are unsure of fees please contact the Parks and Recreation Office at 616-530-3164.
3. Once received, the application will be submitted for approval based on the information given. If approved, the reservation will be processed and you will receive a receipt/confirmation by mail. If not approved, we will return paperwork and the check/money order to provided address.

Meeting rooms are provided in the City of Wyoming Public Library to enable the City and Library to promote programs of service to the community. Organizations within the community that promote civic, educational, or cultural type programs are encouraged to use these rooms. In addition to those listed, the Library and City may also hold events within these rooms.

Non-profit groups based in the City of Wyoming or groups that have 50% or more of it's participants residing in the City of Wyoming will be charged the resident rate for the meeting rooms.

RESERVATION INFORMATION:

What is the purpose of the event? _____

Is this a cultural or educational event? YES NO

Is this event open to the public? YES NO

Does the event require registration? YES NO If yes, is there a fee? YES NO

Is this event's purpose to solicit new business? YES NO

If you are using the audio/visual equipment, are you going to need assistance running it? YES NO

If catering is needed, the Bookworm Café has the first right of refusal, you will need to contact the Bookworm Café at 616-531-7616 upon approval for any refreshment needs.

Event Name: _____

Requested Date(s): _____

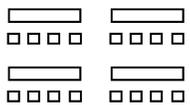
Room(s) Requested: _____

Please circle one: M Tu W Th F S Su

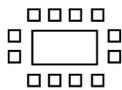
Number of Attendees: _____

Requested 5-Hour Block: _____

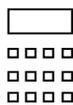
Available Set-ups: (please circle)



Classroom Style



Conference Style



Theatre Style

Additional Information:

Audio/Visual Equipment Available: Check your choice

Any Room

Overhead Projector

Dry Erase Whiteboard

Easel

Room B Only

DVD

VCR

Wireless Mic

LCD Projector

Bring own DVD or Flash Drive

CD Player

Tape Player

Remote Control

Room A, B & C

Video-Teleconferencing

RENTER INFORMATION:

Name of Individual
OR Organization: _____

Contact Person
(If Organization): _____

Address: _____

Phone Number: _____

Fax Number: _____

City/State/Zip: _____

Email Address: _____

Fees: _____

Resident Fee

Non-Resident Fee

City/Wyoming Function

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- Youth groups require adult supervision.
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- The City & Library **ARE NOT** responsible for any equipment left in the meeting rooms or kitchen.
- The City reserves the right to refuse future bookings to groups that fail to appear on scheduled meeting dates or do not abide by the above policies.

The undersigned has read the above rules and regulations and agrees to abide by them. Any changes to this reservation must be made at least one week in advance. The undersigned accepts responsibility for the meeting room and any damage that may occur during the time of rental. The undersigned must be present for the entire duration the meeting room is reserved in their name. Furthermore, the undersigned acknowledges the City reserves the right to cancel the reservation, with a written thirty-day notice, if it interferes with a City or Library event with a full refund issued to the renter. There are NO REFUNDS unless the reservation is cancelled by the City of Wyoming. The room shall be rented in 5-hour blocks, and fees will be rounded up if necessary. The fee schedule for the rental of the meeting rooms is as established by a Resolution in the City Code of Ordinances. Weekend meeting arrangements must be made at least 4 weeks in advance and will incur an additional charge, which will include overtime wages/benefits for on-call staff based on additional labor charges incurred by the City.

Signature

Date

Office Use Only: Approved Not Approved If not approved, reason: _____

Signed: _____