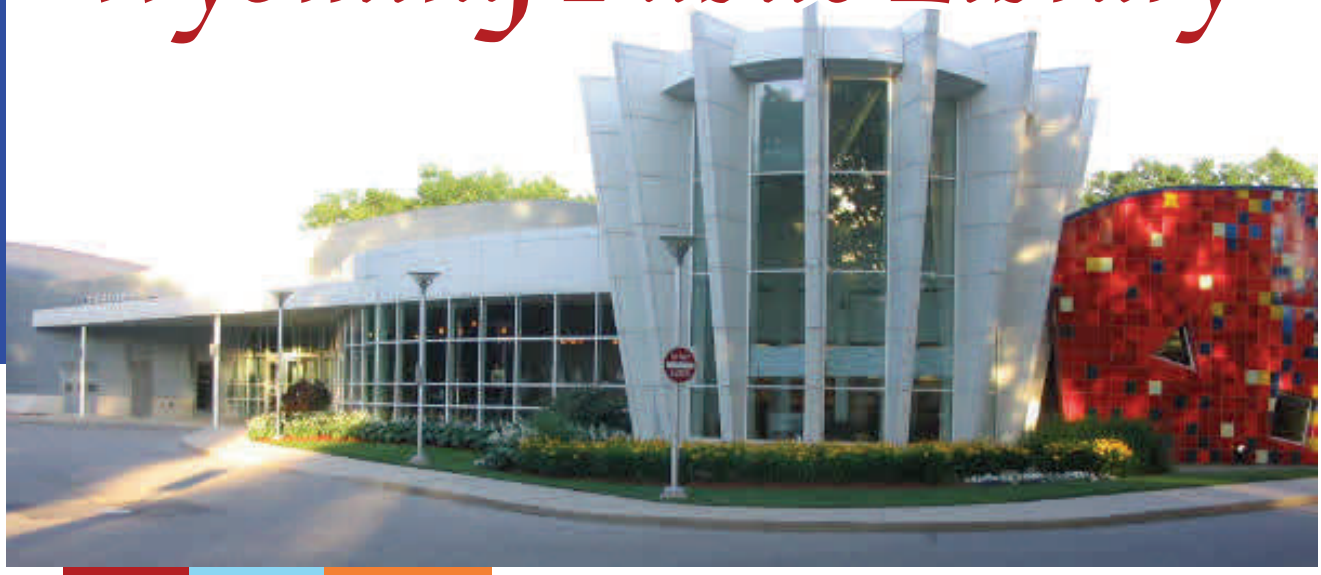
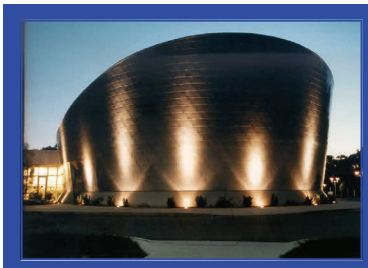
Wyoming Public Library



Public Reservation Brochure

for Conference Room, Meeting Rooms & Bookmark Multi-purpose Room



Library Hours of Operation:

Mon. - Thu. ..... 9:30 - 8:00
Fri. ..... 9:30 - 6:00
Sat. ..... 9:30 - 5:00
Sunday* ..... 1:00 - 5:00

*Closed (Memorial Day to Labor Day)

Contact Wyoming Parks & Recreation at 616-530-3164 for more information.

3350 Michael SW, Wyoming, MI 49509

CITY OF WYOMING USE OF WYOMING PUBLIC LIBRARY MEETING ROOMS POLICY

Providing public library services to the residents and guests of the City of Wyoming (City) is a joint venture between the City and Kent District Library (KDL). As part of its role in this partnership, the City of Wyoming constructed, maintains, and owns the civic building which houses the community's public library.

To enable the promotion of programs of service to the community and expand resident use of public facilities, the City constructed meeting rooms as part of its library. The purpose of this policy is to:

- Create a standardized approach to fee assessment and space allocation for users.
- Strive for a degree of cost recovery that is designed to make these facilities and services available to all.
- Provide equitable and efficient access to facilities and services.
- Educate the public on the value of our public facilities.
- To aid in controlling and promoting respect and value of community facilities, services, and programs.
- Recover taxpayer costs incurred by users who have exclusive use of public property.
- Develop and maintain a fee structure based on a fair market value.
- Ensure that the allocation and fee schedule outweigh any negative or detrimental impact.
- Use the allocation process and fees to provide an equitable system to balance facility and service usage.

ALLOWABLE USE

Public: Private, closed for-profit and non-profit meetings or trainings are permitted with the following stipulations:

- Reservations requests for all such meetings, trainings, or similar for for-profit and non-profit organizations shall be handled by the City. Organizations contacting KDL seeking sponsorship of said use, or partnership to obtain meeting space shall be directed to the City.
- Commercial Activities: Profit making commercial activities will not be permitted in any public facility.
- Residency is established by verified address within the corporate bounds of the City of Wyoming.
- Entities may not use an address of a member, employee, or similar to establish residency. Payment of fees shall apply and payment must be made in the name of the entity.
- The City Manager, or designee, may waive the residency requirement for non-profit organizations subject to the following:
    - The program is limited to attendees from City employees or its residents, or
    - The program is determined to provide a substantial benefit to the City as a result of regional collaboration or impact.
- For non-profit meetings or trainings, if admission is to be charged, prior written approval of the City Manager is required. Admission or registration fees cannot be collected on site.
- No items shall be sold on site. Only free literature may be distributed, and must be limited to distribution in the meeting room. No literature shall be left in the room after the meeting.
- Soliciting, fundraisers, public auctions or sales of any type are not permitted with the exception of City and Library events. Library events of this nature shall only be permitted for the benefit of the Wyoming branch.
- Lobbying and worship services are prohibited.
- Personal events, such as birthday parties, bridal or baby showers, or similar shall only be permitted in the multi-purpose room (aka Bookmark).

GENERAL REGULATIONS

Any group using the meeting room is expected to conduct its proceedings in a quiet, orderly manner. The City prohibits all unlawful activities. Further all unprofessional or discourteous actions are prohibited. All reservations and their attendees are to conduct themselves with civility and respect for dignity. Uses which may disturb regular Library functions are not permitted.

Organization activities must be contained to the meeting room(s) rented.

The Library is a no-smoking campus. Smoking, including the use of E-cigarettes, is prohibited in the facility and upon the grounds of the Library.

The fact that a group is permitted to meet at the public Library does not in any way constitute endorsement of the group's policies or beliefs by the City of Wyoming or Kent District Library.

- Groups sponsoring public meetings must make their sponsorship of the meeting clear in any publicity. In no way must it appear that the City or Library is sponsoring the activity.

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.

ROOM AVAILABILITY

Reservations must be made a minimum of 14 days in advance.

Meeting Room	Days Available		Maximum Capacity (based on set up)
A	Mon – Sat	Times Available shall be during normal Library operating hours. The last reservation of the day shall be required to conclude 15 minutes prior to library closure.	20
B	Mon – Sat		50
C	Mon – Sat		30
A & B	Mon – Sat		70
B & C	Mon – Sat		80
A, B, & C	Mon – Sat		100
Conference Room	Mon – Sat		14
Multi-purpose Room	Mon – Sat *Sun (the day after Labor Day to the day before Memorial Day)*		16

The City Manager, or designee, has the authority to grant rare and exceptional circumstances for reservations. If granted, additional fees, based upon actual costs shall apply.

RESERVATION APPLICATION

Requests for reserving the meeting rooms shall be made through the City of Wyoming Community Services Department, Parks & Recreation Office. For more information, contact Wyoming Parks & Recreation at 616-530-3164.

- Notwithstanding the priority scheduling, reservations are made on a first-come, first-served basis. Holds are not permitted.
- The room is not considered reserved until the payment and signed contract are received.
- Meeting rooms cannot be reserved by any one organization on a weekly basis, with the exception of the City and KDL. If a group is desirous of renting the room on a weekly basis, they may request to do so, in writing to the City Manager's Office.
- Any application may be rejected and previously granted permission withdrawn for violation of these rules at the absolute discretion of the City Manager.

FOOD, BEVERAGES & DECORATIONS

Only light refreshments and light food are allowed in meeting rooms.

- Absolutely no cooking will be allowed on site.
- The use or consumption of alcoholic beverages is prohibited anywhere on the property.
- No red beverages may be served in any meeting room.
- No glitter, confetti or piñatas.
- Tape is also prohibited. Only white sticky tac is permitted in any room for any application.
- No use of candles.

Specific to meeting rooms A, B, & C - The kitchen facility is to be used to prepare light refreshments and coffee, which involves no cooking. The kitchen facility is to be shared between those who have reserved the A, B, and C meeting rooms. Groups are required to clean kitchen and equipment used.

Use of decorations on walls in any meeting room is prohibited.

RESERVATIONS ACCEPTED

Public reservations are accepted December 1st for the following calendar year.

From time to time, extraordinary circumstances arise; in these circumstances, the City reserves the right to cancel an organization's reservation, with full refund or ability to reschedule at a later date. The exercise of this provision will be conservatively applied.

RESPONSIBILITY FOR EQUIPMENT AND FACILITIES

Supervision: All meetings must be supervised by the group member who signed the meeting reservation form. That person must be in attendance while the room is being used. Youth groups require adult supervision at all times (including City and KDL programs).

Use of, and payment for, the audiovisual equipment must be arranged at the time the room is booked.

- The person or organization reserving the room will be held responsible for any damage to, or theft of, City and Library property. Use of electrical or other equipment must conform to normal fire and safety standards.
- Extension cords are not permitted.

The City and Library are not responsible for any personal equipment in any manner for any reason.

FEE INFORMATION

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

Base Fees: Use of the room shall include tables and chairs; and podiums and amplifiers for the hearing impaired in specific rooms. The renter is required to return room(s) used to its original condition, trash must be placed in receptacles or forfeiture of deposit applies. Time for renter's set-up, decorating and tear-down, clean-up, shall be included in the 5-hour time block (3 hour time block for the Bookmark).

Technology Fees: Additional equipment including audiovisual projection equipment, VCR and monitor, easels, standard and tabletop microphones may be available in some of the meeting rooms (see attached). Technology fees apply with use of any of said equipment.

Meeting Room	Resident Base Rate	Non-Resident Base Rate	Additional Hour Rate	Technology Fee	Deposit Required
A	$25	$50	$20	$0	$50
B	$50	$75	$20	$25	$50
C	$25	$50	$20	$0	$50
A & B	$75	$125	$20	$25	$100
B & C	$75	$125	$20	$25	$100
A, B, & C	$100	$175	$50	$25	$100
Conference Rm.	$25	$50	$0	$25	$0
Bookmark (3hrs.)	$30	$60	$20	$0	$50

Additional Fees:

Non-traditional rental periods: As approved by the City Manager, or designee, late night and weekend meeting arrangements must be made at least four (4) weeks in advance and will incur an additional charge based on actual labor charges incurred by the city.

Damage & theft charges: The person, organization or business renting the room is responsible for damage to any City and Library equipment used and any damages to meeting room itself. In the event of improper clean-up or damage to the room or its contents, the person reserving the room, in addition to forfeiting their deposit, shall be liable for all cleaning and repair costs incurred by the City, and shall be invoiced for amounts over and above the deposit value. Future use of city facilities by the group may be denied.

Specialty Cleaning Fees: In the event that rentals featuring decorations, food and/or beverages require additional cleaning to address spillage, carpet cleaning, excessive trash removal, or similar, the deposit shall be forfeited and additional cleaning fees may be invoiced based upon actual costs. Entities or persons shall be prohibited from reserving any City facility until such time as all fees have been paid.

Refunds: Full refunds shall be provided when a rental is canceled 90 days prior to reservation. 50% refunds shall be provided when rental is canceled 60 days prior to reservation. No other refunds shall be awarded. Consistent with park facility reservation policy, refunds for the Bookmark shall not be made.

Special Consideration for Fees and Charges Variances:

A. Special Interest Groups or Individuals shall be granted no special consideration in the form of reduced rates or free services with the exception of those groups who are co-sponsoring programs/activities/events with the City of Wyoming.

B. Proprietary or Commercial groups shall not be permitted to use library facilities for financial gain or profit. These facilities are designed to serve the general public on a non-profit basis.