City of Wyoming Library Rental Application
Meeting Rooms A, B, C and Conference Room

Instructions: Please review 2nd page of Application/Contract and then complete, and submit application.
Upon application approval you, will be contacted for payment by check, cash or Visa/MasterCard.

RENTER/ORGANIZATION INFORMATION:

Name of Renter OR **Organization**: _____

Contact Person (*If Organization*): _____

Address: _____

Phone Number: _____

City:_____ **State:** _____ **Zip**: _____

Email Address: _____

EVENT/RENTAL INFORMATION

Room(s) Requested: ___Mtg. Rm. A ____Mtg. Rm. B ____Mtg. Rm. C ____ALL (A, B & C) ____Conference Room

Event Name: _____ **Date(s) Requested:** _____

Purpose of the Event: _____

Start Time: _____ **End Time :** _____ **Total Hours Requested:** _____ **Number of Attendees:** _____
(Rental times must include set-up and tear-down. Times available are during normal Library operating hours. The last reservation of the day is required to conclude 15 minutes prior to library closure.)

Does the event require registration with a fee? ☐ YES ☐ NO (If yes, prior written approval from the City Manager is REQUIRED.)
Please submit written request for approval with completed application/contract. Admission and/or registration fees CANNOT be collected on site.

ADDITIONAL EVENT/RENTAL INFORMATION

Select Set-up (options on pg. 2) **for Meeting Rooms A, B, or C:** ___Classroom Style ____Conference Style ____Theatre Style

Do you need use of the Audio/Visual Equipment? _____ **YES** _____ **NO** (A $25 Technology Fee will be charged when check "Yes".)

Audio/Visual Equipment is available ONLY for use in Meeting Room B; A, B, & C and Conference Room.

Meeting Room B: please check which items you would like to use

____DVD ____CD Player ____VCR ____Tape Player _____Wireless Mic _____Remote Control _____LCD Projector

Any Room:
_____Dry Erase Whiteboard _____Easel

Conference Room:
_____Video Screen _____LCD Projector _____ Telephone

Additional Comments/Information: _____

_____

The undersigned agrees to the following: Has read the rules and regulations (for a complete list you can view on our website at www.wyomingmi.gov or request a mailed copy) and agrees to abide by them. Any changes to the reservation must be made at least one week in advance. Is aware that there is no soliciting, fundraising, public auctions or sales of any type permitted before, during or after event. Accepts responsibility for the meeting room and any damage that may occur during the time of rental. Will be present for the entire duration the meeting room is reserved. Acknowledges the City reserves the right to cancel the reservation, with a thirty-day notice (full refund to apply). Commits to pay all fees, including additional labor, damage, clean-up, etc. charges incurred by the City as a result of the reservation.

_____ Signature

_____ Date

Anticipated Fees for event: _____
(based on fees listed on pg. 2 of application.)

Completed application may be submitted via the following options:

FAX: 616-249-3400 **MAIL:** Wyoming Parks & Recreation, 1155-28th St. SW, Wyoming, MI, 49509 **EMAIL:** parks_info@wyomingmi.gov

FEE INFORMATION

Base Fees: Use of the room shall include tables and chairs; podiums and amplifiers for the hearing impaired are available in specific rooms. 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.

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.

Personal events, such as birthday parties, bridal or baby showers, or similar shall only be permitted in the Bookmark Multi-Purpose Room. Free literature may be distributed, however is limited to distribution in the meeting rooms only. No literature shall be left in the rooms after the meeting. Lobbying and worship services are prohibited.

Meeting Room	Resident Base Rate (5 hrs.)	Non-Resident Base Rate (5 hrs.)	Add'l 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 Room	$25	$50	$0	$25	$0

Additional Fees:

Non-traditional rental periods: Late night and weekend meeting arrangements require additional approval and must be made at least four (4) weeks in advance. Additional charges apply.

Damage & theft charges: Renter 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 renter, 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 renter 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. Renters 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.

FOOD, BEVERAGES & DECORATIONS

Only light refreshments and light food are allowed in meeting rooms (excluding City and Library meetings).

- 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 or confetti or piñatas.
- Tape is also prohibited. Only white sticky tac is permitted in any room for any application.
- No use of candles.

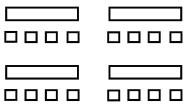
Specific to meetings rooms A, B, & C - The kitchen facility is to be used to prepare light refreshments & coffee, which involves no cooking. The kitchen facility is to be shared between those who have reserved the A, B, and C meeting rooms. Groups are required to clean kitchen and equipment used.

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

SET-UP OPTIONS FOR EACH MEETING ROOM

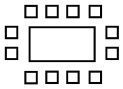
Classroom Style

Accommodates:
Room A.....10
Room B.....30
Room C.....14
Room A,B,C.....54



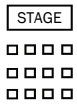
Conference Style

Accommodates:
Room A.....12
Room B.....16
Room C.....12
Room A,B,C.....40



Theatre Style

Accommodates:
Room A.....20
Room B.....50
Room C.....30
Room A,B,C.....100



Conference Room

Accommodates:
Conference
Style set-up
ONLY.....14

For more information contact Wyoming Parks & Recreation at 616-530-3164.