



Grand Rapids Public Library

Room Guidelines and Rental Agreement

Eligibility

- Library facilities may be used for activities not sponsored or administered by the Grand Rapids Public Library when those activities are educational, cultural, or for the betterment of the community.
- Library facilities are available to non-profit and for-profit organizations for meetings and programs but are not to be used for business development, sales, or commercial activities.
- Library facilities are not available for social events such as showers, birthday parties, weddings and receptions, or private receptions.
- All activities must be free to attend and such use shall not include distribution of literature, solicitation for memberships, and/or payment of dues.

Reservation Guidelines and Responsibilities of User

- Eligible organizations may reserve the facilities for meetings and programs up to 10 times per year. Facilities may be reserved up to six months before the requested reservation date. The library is not available for recurring or standing reservations.
- User agrees to honor the start and finish time of their rental agreement. They will not have access to the room before the agreed upon start time and will have completely vacated the room by the agreed upon finish time, unless other arrangements have been made. Facilities are available during open library hours up to 30 minutes prior to closing.
- If library equipment is being used, user must use the software available on the computer. No new software may be installed and existing software may not be reconfigured or changed in any manner. Users are welcome to bring their own computer or device if they prefer, but library staff has not been trained to support outside equipment and is unable to provide assistance.
- User is financially responsible for any and all damage to library property.
- A tentative reservation will be made if the date requested is available. The Room Reservation Agreement must be completed and all rental fees must be paid two weeks prior to the reserved date or the reservation will be canceled.
- The library will not discriminate in the use of its facilities based upon race, religion, color, creed, national origin, sex, disability, age, marital status, sexual orientation, or other criteria prohibited by law.
- Permitting use of library facilities does not constitute library endorsement of the organization; the goals, objectives, or activities of the organization; or the content of any communication made by the organization.

Room Fees

Main Library – Adult Computer Training Center

Main Library – Vander Veen Center for the Book

Yankee Clipper Branch – Meeting Area

- Regular rate: \$200 (4 hours or less) + \$50 for each additional hour or partial hour
- Non-Profit rate: \$100 (4 hours or less) + \$25 for each additional hour or partial hour

Main Library – Ryerson Auditorium

- Regular rate: \$500 (4 hours or less) + \$125 for each additional hour or partial hour not to exceed \$1000
- Non-Profit rate: \$325 (4 hours or less) + \$75 for each additional hour or partial hour not to exceed \$625

Please note that room fees include the use of the library's tables, chairs, internet, and each space's unique offerings. Please see the following room setup pages for lists of specific items available.

Parking

The Main Library offers one hour of free parking for patrons in the gated lot just east of the library entrance. The rate for lot parking is \$1.10 per half hour. Tickets must be validated by the machine in the lobby. The library does not offer validation for street parking. If users would like to provide parking for guests, contact the library's Business Office. Parking at the Yankee Clipper Branch is free.

Food and Drink

Refreshments may only be served in the Ryerson Auditorium, the Vander Veen Center for the Book, and the Yankee Clipper Meeting Area with prior permission. Food is not allowed outside of the rooms.

Payment

Room fees are due when the Room Reservation Agreement is submitted. We accept checks, money orders, and credit cards (Discover, MasterCard, and Visa). All payments are non-refundable.

Please make checks payable to Grand Rapids Public Library and send to

Grand Rapids Public Library
Business Office
111 Library St. NE
Grand Rapids, MI 49503

Contact Information

To reserve a meeting room at Main, please email rooms@grpl.org or call 616-988-5409. To reserve a meeting room at Yankee Clipper please email yankeerooms@grpl.org or call 616-988-5515.

Cross-reference: Board Policy 40-6