



Grand Rapids Public Library

Room Guidelines and Rental Agreement

Criteria

- 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 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.
- The library will not discriminate in the use of its facilities based upon race, creed, color, national origin, sex, disability, age, marital status, sexual orientation, veteran status, or gender expression/identity, 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.

Reservation Guidelines and Responsibilities of User

- Eligible organizations may reserve the facilities for meetings and programs up to 10 times per year. The library is not available for recurring or standing reservations. Room reservation requests should be submitted for each term starting on the date designated in the chart below. All room reservations must be submitted two weeks prior to the event/rental date.

	Spring Term	Summer Term	Fall Term
Room Rental/Event Date	January February March April	May June July August	September October November December
Room Reservations Requests Open	December 1	April 1	August 1

- 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:
 - Monday – Thursday 9:30 am – 8:30 pm
 - Friday – Saturday 9:30 am – 5:30 pm
- Users are welcome to bring their own computer or device, but library staff are unable to provide additional equipment and assistance for user's personal items. 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 way.

- User is financially responsible for any and all damage to library property.
- The Room Reservation Agreement must be submitted and all rental fees must be paid two weeks prior to the reserved date or the reservation will be canceled.
- Attaching or posting signs to walls is prohibited.
- User agrees that they are renting only the space agreed upon between the user and the library as written in their agreement. Areas of the building not being rented must not be used.

Room Fees

Main Library – Vander Veen Center for the Book

- Rate: \$100 (4 hours or less) + \$25 for each additional hour or partial hour

Main Library – Ryerson Auditorium

- 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, laptop, HDMI cables, VGA adapter, monitor or projector and screen, 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.

Food and Drink

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

Payment

Room fees are due no later than two weeks prior to the event. We accept checks, money orders, and credit cards (American Express, Discover, MasterCard, and Visa).

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.

Cross-reference: Board Policies 10-5, 10-7, and 40-6



Room Reservation Agreement

Main Library • 111 Library Street NE • 616.988.5409

Contact Name: _____

Meeting Date(s): _____

Reservation Time: _____ to _____ Event Time: _____ to _____

Anticipated Audience Size: _____

APPLICANT INFORMATION

Name of Group: _____

Street Address: _____ City, State, Zip Code: _____

Email: _____ Phone: _____

Please check all that apply: for profit nonprofit meeting open to public meeting closed to public

ROOM INFORMATION

Room to be reserved. Please fill out corresponding set up sheet on the following pages.

- Adult Computer Training Center
- Ryerson Auditorium
- Vander Veen Center for the Book

Please provide a brief description of your group and how the space will be used:

PAYMENT

- Check or money order**
Make checks payable to: Grand Rapids Public Library
Payment must be sent with this agreement.

Fee: \$ _____

Remit to: Grand Rapids Public Library – Attn: Room Reservations
111 Library Street NE, Grand Rapids, MI 49503

- Credit card**
Please contact the Business Office to give your credit card information directly. We accept Visa, MasterCard, and Discover.

For staff use only:

Staff Contact: _____

Paid Staff Initials: _____

SIGNATURE

I have read and agree to adhere to the library's Room Guidelines. I understand that I am responsible for cleaning the room after my event is over and that I will be held responsible for any damage done to furniture, equipment, flooring, etc.

Signature: _____ Date: _____