



Room Rental Guidelines

Overview

The following procedures apply to any outside group using GRPL facilities.

GRPL's Relationship to Outside Activities

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. The person or group reserving the space is responsible for all aspects of their event's planning, operation, and facilitation.

Group Eligibility for Using Space

Anyone is eligible to use GRPL's Rental Spaces for activities that meet GRPL's use criteria (described below). This includes both nonprofit and for-profit organizations. 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.

Criteria for GRPL Facilities Use

GRPL facilities can be used for meetings, programs, or classes that meet the following criteria:

- They must be educational, cultural, or for the betterment of the community
- They must be free to attend
- If used by political groups, they must be educational or discussion-driven town halls that do not solicit funds or distribute literature
- Closed events (board meetings for a community organization or a workshop) may be approved on a case-by-case basis

GRPL facilities CANNOT be used for:

- Fundraising, business development, sales, or commercial activities
- Private social events such as showers, birthday parties, weddings, or receptions
- Distribution of literature, solicitation of memberships, and/or payment of dues
- Political events that solicit funds or seek the advancement of a political candidate or movement. This includes Political fundraisers.

Reservation Timing and Booking Windows

GRPL's Meeting Room Policy dictates that library programming must be given priority in the use of our facilities. To meet these policy requirements, GRPL has implemented booking windows. During each planning term, GRPL Events are first assigned space. Then facilities are made available for outside use according the following booking windows:

	Spring Term	Summer Term	Fall Term
Space requests open on...	December 1	April 1	August 1
For use occurring between...	January and April	May and August	September and December

Space Use Limits

Outside Group reservations begin no earlier than one half-hour after the building opens. Reservations must end at least a half hour before the building closes. Facilities are not available on Sundays or on days when the building is closed to the public. See the [GRPL website](#) for hours of operation.

Users agree to honor the start and finish time of their rental agreement. Unless other arrangements have been made, they will not have access to the room before the agreed upon start time and they must completely vacate the room by the agreed upon finish time.

User agreements cover the specified space only. Outside groups may not use other areas of the building for their activity or try to limit the access of other patrons to public areas of the building.

Reservation Frequency

Outside Groups may reserve facilities up to 12 times per year, however the library is not available for standing reservations. If recurring events take place in a later Event term, room reservations must be resubmitted during that booking window. Rooms that were used in an earlier term are not guaranteed to be available in later terms.

Room Equipment

Technology, furnishings, and other equipment are available in conjunction with a space reservation. Equipment availability depends on the space selected. GRPL will make every effort to keep this equipment available and functioning properly. Whenever possible, GRPL will provide prior notification if equipment is out of service.

Technology Use and Support

Technology support is limited to a brief introduction to the equipment of the reserved room and, when necessary, basic troubleshooting. Outside Groups are responsible for operating all equipment during their reservation.

Users are welcome to use their own computer or other equipment, but library staff cannot provide technical support, supply compatible peripherals, or guarantee compatible connections for those devices.

No new software or apps may be installed on GRPL computers or devices nor any existing software reconfigured or changed in any way.

Room Care

The party reserving a space is financially responsible for any damage to library property.

The user is responsible for returning the room to its original configuration. Any changes made by the users (by moving chairs or tables, etc.) must be reverted before the end of the reservation. A service fee may be charged if the original room configuration is not restored.

Outside groups must abide by [GRPL signage guidelines](#). Attaching or posting signs to walls is prohibited.

Food and Drink

Refreshments may be served in select meeting rooms with prior permission. Food is not allowed outside of meeting rooms.

Parking

For outside groups with room reservations, a limited number of parking passes are available upon request. However, the Main Library parking lot is open for public use, and space cannot be guaranteed. Parking spaces may not be reserved. If a group wishes to provide parking for guests, contact the library's Business Office.

Payment for Room Rentals

Rental fees must be paid in full two weeks before the reservation date. If payment is not received, the reservation will be canceled. Reservations are only confirmed upon receipt of payment.

We accept checks, money orders, and credit cards (American Express, Discover, MasterCard, and Visa).
Checks should be made payable to **Grand Rapids Public Library** and sent to:

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