

PATMOS LIBRARY
POLICY
DEPOT ROOM

The person booking the depot room will be known as the **RESPONSIBLE PERSON**. Patmos Library will be known as “the library”.

Patmos Library Depot Room is available for booking by non-profit organizations, civic organizations, and groups.

The scheduling of library programs and activities in the library Depot Room will take priority over the scheduling of meetings for outside groups and organizations. In the event the Depot Room becomes unavailable on the date of your reservation, you will be notified as soon as possible to make other arrangements.

Dates are booked using first come, first served method. All bookings must be made through the Patmos Library at the circulation desk. Reservations will be made as one booking per 24 hour period. A key will be provided no more than **three (3) days** in advance.

Patmos Public Library, 2445 Riley St., Jamestown, MI 49427 (616) 896-9798

Hours: 12:00 p.m. - 8:00 p.m. Monday & Thursday

10:00 a.m. - 5:00 p.m. Tuesday, Wednesday & Friday 10:00 a.m. -

1:00 p.m. Saturday

Deposit:

- A \$100.00 deposit is due at the time of application and is in addition to the rental fee of \$75.00 per day requested. Audio visual equipment may be available upon request. Your deposit check holds your reservation date and time. ***Reserved time and date cannot be changed without the approval of the Library Director.***
- The deposit of \$100.00 will be refunded based on the condition of the Depot Room, restrooms, and removal of trash.
- Deposit must be collected by **RESPONSIBLE PERSON** within two weeks of Depot Room reservation or **RESPONSIBLE PERSON** forfeits \$100.00 deposit.
- We ask that reservations be made at least two weeks in advance.
- We ask that any cancellations be made at least 24-hours in advance. Failure to do so will result in the forfeit of deposit.

Payment:

- **RESPONSIBLE PERSON** must submit two separate forms of payment at time of application. A \$100.00 deposit and a separate \$75.00 room fee are required per day reserved.
- Patmos Library accepts cash or check only. Checks may be made out to Patmos Library.

The depot room hours of operation are Monday through Saturday from 8:00 a.m. to 8:00 p.m. The depot room may not be used after 8:00 p.m.

Room Capacity: 100 (with seating for 50)

501(c)(3)s:

- 501(c)(3)s may reserve the Depot Room free of charge. Two week advance notice is preferred. No room fee is required but deposit is necessary.

Teachers:

- Teachers may reserve the Depot Room free of charge to facilitate working with a class on a project that would require research at the library. Advance reservation is recommended. No deposit or room fee is required.

1. Only individuals 18 years of age or older may book the Depot Room.
2. **A DEPOT ROOM RESERVATION APPLICATION** must be filled out completely on file by the **RESPONSIBLE PERSON**, and approved (for each booking request) at the library before a date can be reserved or booked.
3. The **RESPONSIBLE PERSON** must be the one to submit the deposit and room fee. The **RESPONSIBLE PERSON** or someone appointed by them must be in attendance during the entire booked event.
4. Reservations will be accepted no more than twelve months in advance.
5. With the exception of the Depot Room during the time of the rental, renters are not to show or distribute materials on library premises. The Director has the right to preview, restrict, or prohibit any materials to be viewed, shown, or distributed on library premises.
6. Audio visual equipment may be available upon request.
7. The **RESPONSIBLE PERSON** will be held liable for any and all damages to the building, building materials, equipment, furnishings, etc. while using the library facility. ***If there are any damages found, renter will forfeit entire deposit.***
8. The Depot Room will not be available for commercial purposes. Fundraising by 501(c)(3) organizations is allowed within the Depot Room.
9. Groups using the library room may not charge admission or charge for material(s) that are distributed at meetings or workshops.
10. Smoking and/or vaping on the premises or in library facilities is prohibited. Smoking is prohibited by the law in all meeting rooms.
11. Serving of light refreshments should be indicated at the time the room is booked. The group using the meeting room will have to provide its own coffee, coffee pot, utensils, paper goods, refreshments, coolers, etc. A kitchenette is available for use. The library will not supply a refrigerator or microwave.
12. No alcoholic beverages will be allowed on the library premises.
13. Decorations, signs, etc. to the walls, windows or woodwork is not allowed. A sign on the door is permitted upon the approval of the Library Director.
14. Signs or decorations are not permitted outside the library or in the library garden.
15. Fire exits and hallways must remain clear at all times. No open flames inside building, as per state fire regulations (i.e. candles, etc.)
16. A telephone for use by the public is not available in the library building. Please do not plan to receive phone calls or phone messages at the library during your reservation.
17. The Depot Room must be returned (set up) to the condition in which it was found. Vacuum; wipe tables and **the removal of your own garbage from Library property**. Failure results in loss of deposit. If library cleaning costs exceed deposit, the **RESPONSIBLE PERSON** is responsible for all cost incurred.
18. Failure of securing the library property will result in **denial** of Depot Room privileges, forfeiture of deposit and possible prosecution against the **RESPONSIBLE PERSON**. If a library key has been copied, the **RESPONSIBLE PERSON** will be prosecuted.
19. Library entry doors and Depot Room doors must remain closed at all times. Failure to do so will result in **forfeit of deposit**.
20. The library will not be responsible for accidents of any kind.
21. The library will not be liable for theft, vandalism or damage to any personal property while on the library premises.
22. The library is not responsible for damages incurred from the use of library equipment, furnishings, etc.
23. All renters must vacate the building **no later** than 8:00 p.m.
24. Do not leave the Depot Room unlocked without supervision.
25. Do not set ANY exterior doors ajar.
26. Renters must abide by community noise ordinances.

RESPONSIBLE PERSON agrees to comply with all policies listed above.

Name (Printed): _____ Signature: _____ Date: ___/___/___

PATMOS LIBRARY
DEPOT ROOM LOCK-UP PROCEDURES

Leave the room as you found it.

- Take down tables & chairs; place against walls after use.
- All trash accumulated by **RESPONSIBLE PERSON/ORGANIZATION** must be removed from Library property by **RESPONSIBLE PERSON/ORGANIZATION**.
- Vacuum, wipe down tables and kitchenette after use.
- If you used the restrooms, leave it in the state that you found it.
- Turn off all lights as directed.
- Close and lock all doors as directed.
- To indicate when the **RESPONSIBLE PERSON (or someone designated by them)** has successfully completed all lock-up procedures, please sign and date this page and place it in the same envelope as the key.
- The key must be in an envelope and returned in the **Book Drop** after the **RESPONSIBLE PERSON/ORGANIZATION** has followed lock-up procedures.

I _____ (Printed Name) have completed the above lock-up procedures on
____/____/____ at ____:____.

Please tear this sheet off and place it within the envelope with the key.

**PATMOS LIBRARY
DEPOT ROOM RESERVATION APPLICATION**

ORGANIZATION INFORMATION

Date: _____

Name of Group or Organization: _____

Responsible Person: _____

MEETING INFORMATION

Date(s) room requested: _____

Meeting Time (please allow for set up): _____

Nature/Purpose of Meeting: _____

Probable Length: _____ Probable Attendance: _____

Will you need any special type of equipment (i.e., T.V., VCR, Projector, etc.) for this meeting? Please specify below:

What type of refreshments and food will be served?

What type of literature will be available and/or distributed? Please attach a copy to this application.

APPLICANT INFORMATION

Name: _____ Address: _____

Responsible Person

Home Phone: _____ Work or Cell Phone: _____

X _____

(My signature verifies that all the above information is true, and I have read the provisions for the use of the depot room and policy and agree to comply with them.)

**PATMOS LIBRARY
DEPOT ROOM PAYMENT**

Payment of Room Fee

Form of Payment: CHECK CASH

DEPOSIT CHECK # _____ AMOUNT: _____

Room Fee: _____

Total Amount Received: _____

Payment of Deposit

Form of Payment: CHECK CASH

DEPOSIT CHECK # _____ AMOUNT: _____

Deposit Amount: _____

Total Amount Received: _____

I wish to donate my deposit to Patmos Library.

DONATIONS WOULD BE GREATLY APPRECIATED

FOR OFFICE USE ONLY (DO NOT WRITE BELOW THIS LINE.)

Application taken by (Library Personnel): _____

Date submitted for approval: _____

Application approved by: _____ Date: _____

Library Director Signature

Date booked by (Library Personnel): _____

Date Organization Notified of Approval: _____

Date Deposit Returned: _____

Key Returned: YES NO

Adopted by the Library Board February 2023

Supersedes all previous policy

PATMOS LIBRARY
DEPOT ROOM EMPLOYEE INSTRUCTION

1. **RESPONSIBLE PERSON** must read and sign the Depot Room policy agreement and procedures.
2. **RESPONSIBLE PERSON** must fill out application form.
3. Give **RESPONSIBLE PERSON** a copy of the signed policy agreement.
4. Give original signed policy agreement to Library Director to approve and sign.
5. File application and signed policy form in **Depot Room 3-Ring Binder** under month reserved.
6. Patrons are required to submit *two* forms of payment. One for the deposit of \$100 and one for the room fee of \$75. **Taking cash or check only.** Insert \$75 room fee in cash drawer and \$100 deposit in depot room deposit money bag.
7. Complete two receipts in Receipt Booklet. One for the \$100 deposit and one for the \$75 room fee. Give **RESPONSIBLE PERSON** white receipts (Patmos Library keeps carbon copies).
8. Refer to depot room Calendar Booklet to record reservation time and date. This is available at the circulation desk. Write in patron's first and last name and time of the event in the date requested. Please write a note above the back calendar with the date and time of event. Write the received total amount along with your initials. (eg. Rcvd payment of \$175.00- SR)
9. When **RESPONSIBLE PERSON** comes to pick up library key(s), check reservation name on Depot Room Calendar Booklet, confirm with patron ID, choose one set of four keys and write key number in Depot Room Calendar Booklet on the reservation date and insert your initials and time you handed the **RESPONSIBLE PERSON** the set of key(s) with envelope. Keys are available for pickup no more than 3 days in advance.
10. Show **RESPONSIBLE PERSON** how to use AV equipment if requested.
11. Upon the return of key(s), refer back to the depot room Calendar Booklet and write "key # returned" along with library personnel initials and the date.
12. Inform **RESPONSIBLE PERSON** they must allow a minimum of 48 hours for the Library Director/personnel to inspect the depot room for any damages before they can receive their deposit. Library personnel will call **RESPONSIBLE PERSON** to inform them their deposit is ready for pick up. Write in Receipt Booklet whether or not the **RESPONSIBLE PERSON** was refunded, donated or forfeited a portion or all of their deposit.