



## Dearborn Public Library Auditorium & Conference Room Policies September 02, 2014

### Overall Policies

1. An appointment is necessary to make a reservation. Applicants must come in person to complete a contract. Space cannot be held without deposit and signed contract. Please call (313) 943-2037 to make an appointment.
2. A minimum 25% deposit will be required at time of reservation. The balance will be due at least 7 days prior to the event for conference rooms and 30 days prior to the event for the Auditorium. Failure to pay the balance by the due date may result in the reservation being cancelled.
3. Set up and take down must be accomplished within the allotted booking time. Ending times will be strictly enforced.
4. No sales or financial transactions are allowed. Exceptions may be granted only if advanced permission is given by the Library Director.
5. No group or individual may consider the Library to be its permanent meeting place or use the Library as its mailing address.
6. Facilities may not be used for private social functions such as birthday parties, daycare, group story times or play time, anniversary parties, funeral gatherings, wedding receptions, or other such gatherings or celebrations. The Library reserves the right to determine activities appropriate for room use.
7. All rooms have wireless internet available. Access is free for Dearborn library cardholders. Non-cardholders may purchase a daily pass per device, at the current rate.

### HFCL Conference Room

1. This room is only available during the hours the library is open to the public.
2. Due to noise restrictions, this conference room is for business-type meetings.
3. The HFCL Conference Room must be booked at least one week in advance.
4. Signage may be displayed **ONLY** on library provided easels in designated locations. Groups may request up to two easels. Signs may not be taped or otherwise adhered to any surfaces. Signage may not be handwritten.
5. Light refreshments or cold box lunches are permitted, but no **HOT** food will be permitted. A custodial fee will be charged which includes use of the kitchenette. The kitchenette is only bookable in conjunction with Conference Room booking.
6. 25% of fee is retained if reservation is cancelled 24 hours or more before date. No refund will be given with less than 24 hour notice. All cancellations or changes are to be made by applicant only.

### Esper Cebulski Community Room

1. This room is only available during the hours the library is open to the public.
2. The Esper Cebulski Community Room must be booked at least one week in advance.
3. Light refreshments or cold box lunches are permitted, but no **HOT** food is permitted. If refreshments are served, a custodial fee will be assessed.
4. 25% of fee is retained if reservation is cancelled 24 hours or more before date. No refund will be given with less than 24 hour notice. All cancellations or changes are to be made by the applicant only.

### Auditorium

1. The Auditorium is only available to organizations and must be booked at least 30 days in advance. Exceptions will be considered on a case-by-case basis.
2. Prior to reserving the Auditorium, please call (313) 943-2037. A phone consultation is required to review dates, times, rules, costs, and to set up an appointment for a room walk-through.
3. Non-profit organizations will be asked to present 501(c)3 status in order to receive the non-profit rate.
4. The balance is due at least 30 days prior to event. Failure to pay the balance by the due date may result in the reservation being cancelled.
5. Signage may be displayed **ONLY** on library provided easels in designated locations. Groups may request up to two easels. Signs may not be taped or otherwise adhered to any surfaces. Signage may not be handwritten.
6. You may provide your own light refreshments in the Rotunda, outside the entrance to the Auditorium; we do not provide security for your setup. Light refreshments include such items as water, coffee (served in carafes, not brewed on site), tea, juice, cookies, and pastries. **NO HOT FOOD OR POTLUCK MEALS PERMITTED.**
7. All food must be consumed outside of the Auditorium. No food or beverages are permitted in the Auditorium. A custodial fee is charged whenever refreshments are served.
8. A security guard is required during non-operating hours of the library or as deemed necessary by the director.
9. A cancellation less than 30 days before event will result in the forfeiture of deposit. If cancelled more than 30 days before event, a \$25 processing fee will be assessed. All cancellations and changes are to be made by the applicant only.



## Dearborn Public Library Room Rental

### Details, Extras, and Fees

**July 01, 2017**

Room	Capacity	Fee	Food	Deposit
<b>Note:</b> these rooms are only available during the hours that the library is open to the public				
<b>Meeting Rooms M33, M34, M35, Esper Meeting Room 125</b>	8	\$10 per hour for a minimum of 1 hour \$5 for each additional half- hour Half -hour increments only	Food is not permitted	None required
<b>Ford Meeting Room</b>	12	\$10 per hour for a minimum of 1 hour \$5 for each additional half-hour Half -hour increments only	Food is not permitted	None required
<b>HFCL Conference Room</b>	40, depending on layout	\$40 for a minimum of 2 hours \$10 for each additional half-hour Half-hour increments only	If food is served, must pay for Custodial fee - \$10 flat rate, which includes use of the kitchenette	Minimum 25% deposit required at time of reservation. Balance due at least 7 days prior to the event.
<b>Esper Cebulski Community Room</b>	40, depending on layout	\$30 for a minimum of 2 hours \$10 for each additional half-hour Half-hour increments only	If food is served, must pay for Custodial fee - \$10 flat rate	

Room	Capacity	Fee: Dearborn Non-Profit	Fee: Non-Resident Non-Profit	Fee: For Profit Organization	Deposit
<b>Note:</b> the auditorium is available during the hours that the library is open to the public with limited after-hours availability					
<b>Auditorium</b>	216 plus 7 ADA Companion Seats	\$150 total for minimum of 3 hours / \$50 each additional hour	\$180 total for minimum of 3 hours / \$60 each additional hour	\$360 total for minimum of 3 hours / \$120 each additional hour	Minimum 25% deposit required at time of reservation. Balance due at least 30 days prior to the event.

Extra Items <i>(Note: Not available for the meeting rooms)</i>	Conference / Community Room	Auditorium	Fee
Easels (2 available)	X	X	No Charge
Whiteboards (2 available) <i>(includes dry erase markers and erasers)</i>	X	X	No Charge
LCD Projector and/or hard-wired Internet connection <i>(Includes technician's assistance)</i>	X	X	\$75
TV with DVD or VHS player <i>(Note: Does not get TV reception)</i>	X	X	\$35
Screen	X	X	No Charge
Slide Projector	X	X	\$30
Overhead Projector	X	X	\$25
Security Guard Fee Required during non-operating hours of library or as deemed necessary by the director		X	\$40 per hour per guard < 100 people = 1 guard >=100 people = 2 guards
Custodian Fee Required whenever food or drink is served in the Rotunda		X	\$40 Flat rate when building is open \$40 per hour when building is closed
Podium with microphone included		X	No Charge
Microphones (Wired) – 5 available		X	\$20 each
Microphones (Wireless) – 4 available		X	\$50 each



# Dearborn Public Library – Auditorium Reservation Contract

**Name / Organization****Dates / Times****Contact Information****Purpose****DEPOSIT**

A minimum 25% deposit will be required at time of reservation. The balance will be due at least 30 days prior to the event. Failure to pay the balance by the due date may result in the reservation being cancelled.

**CANCELLATION POLICY**

A cancellation less than 30 days before event will result in the forfeiture of deposit. If cancelled more than 30 days before event, a \$25 processing fee will be assessed. All cancellations and changes are to be made by the applicant only.

**Charges:**

Reservation Fees:

Additional Fees:

**SECURITY / LIABILITY**

The Dearborn Public Library reserves the right to inspect and control all events held on its premise. The lessee is responsible for all of the Dearborn Public Library property missing or damaged by guests, independent contractors, lessee, lessee's agent or any person on lessee's behalf. Any damages to the building and/or grounds will be charged to the Rental Representative signing the permit. The Rental Representative is responsible for checking the room for damages and cleanup in the company of the Dearborn Public Library personnel.

**INSURANCE**

The Dearborn Public Library does not provide individual accident or health insurance. Groups using the facilities may be required to supply a certificate of insurance covering the Dearborn Public Library and the City of Dearborn in case of accident or injury to participants. Minimum acceptable limits will be \$1 million each occurrence and \$2 million aggregate. The Dearborn Public Library must receive policy verification including dates of coverage and financial limits for this event at least 30 days before the first rental date.

I certify by my signature below that I have read and understand the Dearborn Public Library policy regarding room reservations and responsibility, and agree to each of the stipulations listed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_