

**Hillsdale Community Library
Meeting Room Policy**

The Hillsdale Community Library offers its meeting room(s) to public groups wishing to present programs or hold meetings which serve the communities needs.

Hour of Usage	1 Room	2 Rooms	3 Rooms
1-4 Hours	\$25.00	\$50.00	\$75.00
4 + Hours	\$50.00	\$100.00	\$150.00

The following rules apply to all meetings held at the HCL.

1. Groups using the rooms agree to hold the Hillsdale Community Library, the City of Hillsdale, its agents and representatives, harmless from any and all suits, actions, claims, or demands arising from injuries to people or damage to or loss of property belonging to the organizations using the meeting rooms.
2. Smoking, alcoholic beverages and any illegal substances are not permitted on library property.
3. Room rate is \$25 per room for up to 4 hours; \$50 per room if more than 4 hours. **Payment is appreciated 1 week prior to event if time allows. Payment must be made by cash or check to: Hillsdale Community Library. We DO NOT take credit cards.**
4. Each group is responsible for setting up tables, chairs, furniture and any equipment prior to the meeting and for returning all library property to its designated location at the close of the meeting.
5. The group is responsible for leaving the room in a clean and orderly condition. Since the library does not have a dumpster for refuse, you are responsible for bagging, removing and disposing of any trash after your event. You will be billed for any damage to the room as a result of the group's use.
6. Eating and drinking in the main rooms of the library is strictly forbidden. Any group wishing to serve light refreshments must provide its own utensils for serving and preparation. **Articles of food and drink must be consumed in the meeting room so designated and not carried into the halls, restroom or the library proper.**
7. **Advanced notice of 24 hours must be given the library in the event a scheduled meeting is to be cancelled.**
8. Meetings must comply with the "Open Meetings Act" as it applies to the group.
9. Granting the use of its meeting rooms does not imply endorsement or approval by the library, its board, its employees or the City of Hillsdale of the group, the meeting, or the ideas presented at the meeting.
10. This policy is subject to review and modification when deemed necessary by the Hillsdale Community Library Board at its sole discretion.
11. Room rental is only available during our regular library hours of reservation. After hours rental of our meeting rooms is NOT available to the public except at Library Director's discretion.

Updated 8-2-2018
Effective 8-2-2018