

Please complete and sign the reservation form below and deliver to the Charlotte Community Library. You may also email the completed form to contact@charlottelibrary.org.

Approval is not automatic. You will be contacted by authorized library personnel regarding your reservation. Thank you.

226 South Bostwick Avenue
Charlotte, Michigan 48813
(517) 543-8859

Application for use of Meeting Room

Date Requested _____ Day of the Week: _____ Total Time _____ Event Time _____

Organization: _____

Person Applying: _____

Address: _____

Telephone: Business: _____ Home: _____

Type of Meeting: _____ Library Programs _____ Activity: _____
(Speaker, film, discussion, other)

Subject of activity: _____

Expected attendance: _____ (Maximum capacity is 99)

Are refreshments going be served? _____ (Group is responsible for setup and cleanup.)

The applicant agrees to return the library facilities to a clean and orderly condition at the end of the activity and pay any costs or damages to the facilities or equipment. The library shall not be held responsible for any damages or losses and the applicant agrees to hold the Library, the Library Board, and the Library Staff harmless and blameless for damages to non-library property. The applicant further agrees to return any keys to library facilities immediately upon conclusion of the meeting. Please read the instructions on the second page of application.

The applicant certifies that he/she has read the meeting room instructions and that he/she fully understands these rules and his/her obligations therein.

Date: _____ Signature of Applicant: _____

The room is free to use but donations are accepted and greatly appreciated!

Signature of Person Receiving Keys/ TV Equipment: _____ Date Received: _____

Key Set # _____ HDMI Cord _____ VGA Cord _____ TV Remote _____ Wireless Clicker _____

Staff Witness: _____ Date: _____

Date for return of Keys/AV Cord/TV Remote: _____ Staff Initials: _____

DO NOT WRITE BELOW THIS LINE

Approved: _____ Authorized Signature: _____

Notified (Date): _____ Date: _____

Charlotte Community Library
Instructions for use of Spartan Room after Library Hours

1. **Do not tape or otherwise anything to the wood doors. You may use tape only on the glass portion of the doors.**
2. When the Library staff leaves at the close of the library, access to the Library shelving area will not be available. When the library is closed we lock, the doors to the library shelving area.
3. Make sure that the tables and chairs used are both clean and put away. DO NOT use double-sided tape to fasten skirts on tables.
4. Put the window shades in the raised position, so the police may look in the windows during their drive-by
5. DO NOT place any of the brown tables on the carpeted cart. Use the gray tables located on the carts.
6. Sweep and clean the carpet, there is a vacuum available in the closet; all trash must go to the dumpster.
7. Make certain that electrical items used, such as coffee pots, are unplugged.
8. Turn all lights off – storage room, kitchen, foyer, as well as the lights in the Spartan Room.
9. Make certain that all the doors are locked and they are securely latched, and you may return the keys to the outside drop box.
10. The person who signed the application form to use the room will be billed for costs incurred for any damage to the room or infractions of the rules.
11. Report any problems to the Library, as soon as possible

Your cooperation is greatly appreciated! The Library Staff