



# Commerce Township Community Library

180 E. Commerce Rd.  
Commerce Township, Michigan 48382  
Phone: 248-669-8108 / Fax: 248-325-5047  
Internet: www.commercelibrary.info

Charter Township of Commerce  
Commerce Township Community Library  
Application for Meeting Room Use

NAME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ **check here if for business use** \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Date Requested \_\_\_\_\_ (No more than 60 days from today's date)

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ Do you need access to a projector or DVD player?  YES  NO

The library reserves the right to request a security deposit. **For business use, see next page.**

I have read the policy for use of the Commerce Township Community Library and agree to abide by those policies. I understand that we are responsible for setup and take down and leaving the room in clean condition.

I hereby covenant and agree to defend, indemnify and hold harmless the Charter Township of Commerce, its officers, employees, volunteers, and agents from all liability, claims, actions, causes of action, lawsuits and demands including attorney's fees and costs, fines and/or penalties for personal injury, bodily injury or death (including personal injury, bodily injury or death of those using library facilities incident to and in conjunction with my reservation and use of a library meeting room) and/or property damage arising out of or in any way related to my reservation and use of a library meeting room.

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

Library Card Number (if required) \_\_\_\_\_

RETURN THIS APPLICATION TO Bill Wines, Circulation Manager at the library or via email:  
bwines@commercelibrary.info | Questions - Call 248-669-8108 ext. 102

OFFICE USE ONLY:

Approved \_\_\_\_\_

Revised: 3/6/18

## Business Usage: Information Regarding Meeting Room Reservations and Fees

The Library has two rooms available for reservations. The White Pine Room will accommodate 50-75 people, depending on seating arrangements, and the Dodge Room will accommodate 10-20 people. Fee schedules are the same for both rooms.

Reservations cannot be booked more than 60 days prior to the reservation date, or less than 2 business days prior to the reservation date. Specific reservation dates and times are subject to availability. Contact the Circulation Manager at [bwines@commercelibrary.info](mailto:bwines@commercelibrary.info) or 248-669-8108 x102 to arrange and confirm dates and times.

### Fees and Payments.

**The fee for business use of a Library meeting room is \$30 per hour, billed by whole hours only.** Any amount of time reserved in excess of 60 minutes is considered another full hour.

Fees are payable by cash, check, or money order. Payment must be in full. Partial or installment payments are not accepted.

Payment is due no later than 10 business days prior to the date of the reservation. The payment due date will be noted on the reservation form. If payment has not been received prior to this date, the reservation will be cancelled.

If the reservation is made less than 10 business days prior to the date of the event, payment will be due at the time the reservation is made.

It is important for scheduling purposes that reservation end times be respected. If the actual use of a reserved meeting room extends 10 minutes past the scheduled end time of the reservation, the Library may invoice the user a fee for the additional time used, in whole-hour increments.

### Cancellations, Rescheduling, and Refunds.

**The Library must be notified of a cancellation no less than 10 business days prior to the date of the reservation in order for a full refund of the reservation fee to be issued.**

If the Library is notified of a cancellation less than 10 business days prior to the date of the reservation, a \$30 service fee will be deducted and the balance of the payment, if any, refunded.

Requests to reschedule a reservation that has already been paid for must be received no later than 5 business days prior to the original date of the event. The Library cannot guarantee that a suitable date for rescheduling will be available. If not, cancellation policies (see above) will apply.

Refunds will be issued by check through the Charter Township of Commerce within 30 days of a request for a refund. The request must be issued in writing. Refunds must be approved by the Circulation Manager or by the Director. Refund request forms are available at the Circulation Desk.

*Note: A "business day" is defined as Monday through Friday, excluding weekends and holidays.*

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**Total Fee Due: \$**                      **Payment Due Date:** \_\_\_\_\_                      **Payment received on:** \_\_\_\_\_

Cash \_\_\_ or Check # \_\_\_\_\_ Initials \_\_\_