

MEETING ROOM FEES

Non-profit groups, open to the public	Free
Private, non-profit groups	\$20
Private, for-profit groups	\$30

Add \$5 if you are having food or drink.

After hours fee: \$10 per hour

Groups who qualify under this fee schedule should submit payment at the time of room reservation and two weeks in advance to lock in reserved time and room. Fees will be refunded upon cancellation if the Library receives notice at least five business days prior to the scheduled meeting date.

Meeting rooms are available for use during the Library's regular open hours. Meetings before or after regular open hours may be scheduled at the discretion of the Library Director and involve additional fees. (The Library's insurance carrier requires a Library employee in the building when it is being used by any public group.)

LIBRARY HOURS

Monday through Thursday	10:00 to 8:00
Friday	Closed
Saturday and Sunday	1:00 to 5:00



ALBION DISTRICT LIBRARY MEETING ROOMS

501 S Superior
Albion, MI 49224
517 629 3993
www.albionlibrary.org

MEETING ROOMS

The Albion District Library has three meeting rooms available for use by the public:

Naomi Lane Room and Elisabeth Merrill Room, located next to the kitchen, capacity 120.

Elsie Munro Room connected to the Local History Room, is available on a limited basis and holds approximately 12 people. No food or drink is permitted.

Activity Room located in the lower level of the Library holds 10 people for training purposes.

Free walk-in use depends on availability of rooms and requires a responsible person age 18 or over.

POLICY

The meeting rooms exist for use by community organizations that serve the greater Albion community, for the Library and its programs, and for other meetings that are open to the public. If scheduling allows, the rooms may be used by private organizations.

Use of the library meeting rooms by a group does not in any way constitute an endorsement of that group's policies by the library staff, the Board of Trustees, or the City of Albion.

The rooms may not be used for any money-making venture without prior permission by the Library Director.

All meetings must have a responsible person in attendance age 18 or over.

Failure to keep a room reservation will result in a fee or loss of room booking privileges.

GUIDELINES

The Library has first priority with regard to meeting room use and no restriction as to frequency of use.

Room users are responsible for the set-up, clean-up and condition of the room, including equipment and furnishings. Any damage will be charged to the user.

Groups using the kitchen are responsible for cleaning it. Groups may use dishes and coffee pots as long as they are cleaned afterward. Groups must supply their own coffee, sugar, creamer, napkins, etc.

A checklist must be completed and returned to the front desk with when your meeting ends.

No group may reserve meeting room space for more than twelve meetings in a six-month period.

No smoking, alcohol, candles or open flames are allowed in any of the meeting rooms or anywhere in the Library.

Final determination for use of the meeting rooms is at the discretion of the Library Director.

PARKING

Parking is available on Ash Street and in the public area of the parking lot northeast of the Library.