

Northfield Township Area Library

Multipurpose Room Agreement

The Northfield Township Area Library (NTAL) provides a multipurpose room for the use of local community groups on a scheduled basis according to Northfield Township Area Library's Policy 300.10 with the following conditions.

1. NTAL and NTAL-sponsored programs have priority in the use of the multipurpose room.
2. Meetings will be for civic, cultural, or educational purposes.
3. The person applying for use of the multipurpose room must own an NTAL card, and not have an outstanding balance on it.
4. The multipurpose room will be available for use during regular business hours and not within 30 minutes of opening or closing times.

Available Hours

Monday: 10:30am – 5:30pm
Tuesday: 10:30am – 7:30pm
Wednesday: 10:30am – 5:30pm
Thursday: 10:30am – 7:30pm
Friday: 10:30am – 5:30pm
Saturday: 10:30am – 2:30pm
Sunday: CLOSED

5. Groups will abide by the General Operating Policies that apply to all public areas of NTAL.
6. Scheduling must be arranged at least 1 week in advance.
7. If you need to cancel the reservation, please provide at least 24-hour notice.
8. At the time this application is submitted, the Applicant must sign a Waiver of Liability prepared by NTAL.
9. Youth groups are required to have adult supervision. See policy 300.10, section III, sub-section B
10. Set up and clean up: It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it.
 - a. The User must remove leftover food, containers, beverages, and all other personal or group-owned items.
 - i. Failure to clean up may result in forfeiting the privilege of using the room in the future.
 - b. The User must include time to clean up and set up within the scheduled time.
11. Groups using the Multipurpose Room will be held accountable for any damage or loss incurred during such use.
12. The Library Board may establish fees for the use of the Multipurpose Room. Such fees will be published and payment will be required at the time of scheduling.
13. The fact that a group is allowed to meet at NTAL does not in any way constitute an endorsement of the group's policies or beliefs by the Northfield Township Area Library.
14. Additional procedures and guidelines necessary to provide efficient and equitable use of the Multipurpose Room may be developed by the director as needed.
15. All activities in the Multipurpose Room must be open to the public, must be accessible to people with disabilities in accordance with the Americans with Disabilities Act, and must be free of admission fees, other charges, or requests for donations.

Applicant Name

Applicant Signature

Email Address

Phone/Cell

Applicant's Street Address

City, State, Zip

Event Date & Time

Name of Group / Event Description