



culture, education, information @ your community library

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Serving Lincoln, Royalton and Baroda Townships & the Villages of Baroda and Stevensville

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## **MEETINGS IN THE LIBRARY**

The use of the library for meetings is granted to community groups and organizations for cultural, educational or civic betterment purposes as reflected in the library's mission statement. It may not be used for private parties. Meeting must be free of charge and may not be used for commercial purposes which may result in financial gain for any individual, company, corporation, or group. Because it is a publicly owned building, the library makes no guarantee of privacy to those using the facilities. The library board reserves the right to approve or deny requests and to limit the frequency and/or duration of scheduled meetings. Preference will be given to library activities.

### **MEETING ROOMS AVAILABLE**

THE WILLIAM AND SALLY LAWRENCE ROOM is our largest meeting room with a maximum capacity of 75 occupants. It is the only meeting room where food is allowed and is equipped with a small kitchenette for use in serving foods prepared elsewhere. A drop down projection screen, chairs and up to 12 tables are available for use in this room.

THE VIRGINIA BEDUNAH QUIET READING ROOM offers more casual soft seating for up to 12 people. Tables and additional chairs may be requested for a total occupancy of 25.

THE ROSETTA MYERS STORY TIME HOUSE contains six child size tables and is a good meeting place for children's groups of up to 25. It may also be set up for other uses by special arrangement.

### **AVAILABLE EQUIPMENT AND SERVICES**

TV/DVD/VCR combination

Media Projector-- for use with our DVD/VCR player or your laptop computer

Portable Projection Screen

Wireless Sound System

Podium

Wireless Internet Connection (password available at library information desk)

Movie Viewing Licenses (titles must be cleared with library)

### **HOURS AVAILABLE**

The library is open Mon.-Thurs. 10:00 am--9:00 pm and Fri. and Sat. 10:00 am--5:00 pm

Meetings may not be held before or after the hours for which the library is scheduled to be open. This includes any necessary set-up or clean-up time, so please plan accordingly. Any group not willing to abide by these terms will be denied further use of the facilities.

## **DUTIES OF SCHEDULED GROUPS**

The scheduled group is responsible for making any special requests for tables, chairs or equipment prior to the meeting.

They are responsible for setting up the room as needed prior to their meeting as well as cleaning up afterwards and should schedule time to do so in their room reservation request.

The area must be left in a clean and orderly condition. The person signing the application for permission to hold a meeting will be billed for any necessary cleaning or repairs in the event of damage to library property.

## **FOOD, DRINK AND SMOKING**

The Lawrence Room is the only meeting room where snack foods and drinks are permitted to be served. Special permission from the library director is required for full meals to be served. Food may not be prepared in the room. Those using the room are responsible for cleaning up and removing all food items and trash. This includes wiping down the tables and kitchenette counter tops. Any additional necessary cleaning costs will be billed to the person who signed the application for permission to use the room.

Alcoholic beverages and/or the use of any controlled substance are prohibited on library property. Smoking is prohibited on library property.

## **CHILD SAFE POLICY**

All children under 8 years of age must have an adult or responsible person over the age of 14 remain in the same room or area of the library with them at all times. This includes meeting attendees.

All groups using a meeting room shall have adequate adult supervision at all times.

## **LIBRARY ENDORSEMENT**

The fact that a group is permitted to meet at the library does not, in any way, constitute an endorsement of the group's policies or beliefs by the library staff or board. Library advertising resources are not available for use by outside groups.

**The Library Board reserves the right to waiver any of these rules as deemed appropriate.**