

Policy Statement

The Comstock Township Library provides a meeting room and study rooms so that the library can promote its program of service to the community.

Regulations

1. Study rooms are available in the adult department for the public's use. They are available on a first come, first serve basis. Although the rooms have doors on them, they are not soundproofed due to the open ceiling. Patrons are asked to keep conversations to a minimum so as not to disturb other patrons.
2. The Local History room should be used primarily for research of the Local History materials in the room. Patrons may opt to use it for quiet study, if available, but other patrons and staff have the right to enter the room and use it for its intended purpose. The room may not be scheduled for use by anyone other than a staff member for meetings or private computer instruction.
3. Heritage room use guidelines are as follows:
 - A. Library programs take precedence.
 - B. Only Comstock residents may sign up for the Heritage Room.
 - C. There is no charge for using the meeting room for "non-party" activities such as book groups, training, support groups, job fairs.
 - D. A rental fee of \$25.00 and a \$20.00 deposit is due at registration for residents booking a "party" event (non-profit). The deposit will be returned when a staff member checks that the room has been left in good order (tables have been wiped down, trash picked up, kitchen clean and floor clean).
 - E. A rental fee of \$50.00 plus a \$20.00 deposit is due at registration for residents booking for-profit events. The deposit will be returned under the same criteria as above.
 - F. The maximum number of participants is 20.
 - G. A Comstock resident, with a valid ID and a Comstock Library card in good standing must come to the library to reserve the Heritage Room. This resident needs to be present at the activity they are signing up for.
 - H. Residents are permitted to sign up no more than six (6) weeks in advance.
 - I. The room may only be booked for hours the library is open; activities scheduled in the Heritage Room (including cleanup time) must end 30 minutes before the library closes.
 - J. The booking resident must come to the circulation desk upon arrival to have the door to the room unlocked, and have a library staff member check the room at the end of the event to obtain deposit.

- K. Event is to be held inside the Heritage Room only. It should not be extended to the hall or any other part of the library.
- L. Noise levels must not interfere with regular library activities.
- M. Children attending the event must remain in the Heritage Room, supervised by adults. The library will not babysit children leaving the event.
- N. Resident must provide own audiovisual equipment
- O. The tables and chairs in the Heritage Room need to be put back in the same manner in which they were found.
- P. Alcohol is not permitted on premises.
- Q. Scotch tape or other paint damaging materials should not be used to display items on the walls.
- R. The library does not provide utensils, dinnerware, or trash bags for clean-up. The library is providing the room only. The kitchenette provides access to a sink, cooktop, and microwave, all of which must be left in good condition. There is no garbage disposal in the sink. A vacuum cleaner is available upon request.
- S. No “adult content” parties (e.g. sexy underwear or props)

Approved: October 2017
Comstock Township Library Board of Trustees