

**POLICY CONCERNING USE OF THE BERKLEY PUBLIC LIBRARY**  
**QUIET ROOM FOR COMMUNITY ACTIVITIES**

The primary purposes of the room are (1) to provide a quiet study area for adult library patrons, and (2) to provide a multi-purpose room for library programs and activities, which shall take precedence over all other uses at all times. In addition to these uses, the Quiet Room may be used for such functions as are of a cultural, educational, or civic nature.

1. The meeting room shall be available at no charge to Berkley nonprofit service organizations. A fee schedule for other groups is attached.
2. Users of the meeting room shall not charge any admission fees, nor shall they use the room for any fund-raising activities except library related events.
3. The meeting room shall be available for use only during normal library hours of operation.
4. Request for the use of the meeting room shall be made at least one week in advance and the application form shall be filled out and signed by an officer of the organization.
5. Organizations using the meeting room shall be held responsible for any damage or loss incurred during such use, and shall leave the room in a clean and orderly condition.
6. The room shall not be available on an ongoing basis to any non-library related group.
7. Only light refreshments (e.g. coffee and cookies) may be served in the meeting room and organizations using it shall provide all equipment and utensils needed.
8. These regulations shall be reviewed by the Library Board as time and circumstances permit.

Adopted January 21, 1999  
Revised May 16, 2001  
Revised Nov. 17, 2004  
Revised Jan. 21, 2009  
Revised Aug. 18, 2010

**BERKLEY PUBLIC LIBRARY  
APPLICATION FOR USE OF THE QUIET ROOM**

Name of organization \_\_\_\_\_

\_\_\_\_\_

Type of organization \_\_\_\_\_

(If nonprofit, please attach verification)

Date of meeting \_\_\_\_\_ Time \_\_\_\_\_

Type or purpose of meeting \_\_\_\_\_

\_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Refreshments: Yes \_\_\_\_\_ No \_\_\_\_\_

I am familiar with the regulations covering the use of the Berkley Public Library meeting room and agree to abide by them. I agree to be responsible for maintaining order, paying for any damage to library property, and seeing that all furniture is in the place in which it was found.

(Signed) \_\_\_\_\_

Name of organization \_\_\_\_\_

\_\_\_\_\_

Title of office \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

\_\_\_\_\_

**Meeting Room Fee Schedule**

Nonprofit Groups: \$10/hour, three hour minimum; Proof of nonprofit status may be required

For Profit Groups: \$25/hour, three hour minimum