Library Meeting Room Application

APPLICANT INFORMATION

Name _____ Title _____ Organization _____

Applicant type (check all that apply):

- ☐ Warren resident (with a library card in good standing)
- ☐ City of Warren or governmental entities
- ☐ Registered 501(c)(3) Nonprofit Organization (attach documentation)
- ☐ Non-Warren individual or for-profit organization

Address _____ City _____ Zip Code _____

Phone (home/business) _____ (cell) _____ Email _____

Library Card No: _____ Driver's License/State ID No. _____

(IF WARREN RESIDENT)

INSTRUCTIONS

- This application must be submitted in person to Library staff at least 48 hours before the date listed on the requested reservation.
- At the City's discretion, this requirement can be waived for a Warren resident with a library card in good standing.
- Rental fees are due at time of application submission. Incomplete or illegible applications will not be accepted.
- If you are requesting a fee waiver, attach proof of non-profit or governmental entity status.

Please contact Warren Library at (586) 574-4564 with questions or email library@cityofwarren.org using the subject line "Room Rental".

ROOM RENTAL

Civic Center	Busch	Burnette	Miller
☐ Mark Twain (8-12 people) $50.00/4hrs	☐ Community Room (50 people) $100.00/4hrs	☐ Community Room (50 people) $100.00/4hrs	☐ Study Room (4 people) $20.00/4hrs
☐ Stowe (4 people) $20.00/4hrs	☐ Study Room (4-6 people) $20.00/4hrs	☐ Study Room (4 people) $20.00/4hrs	
☐ Poe/Alcott (2 people) $10.00/4hrs			

Type of Activity: _____

Expected Attendance: _____

Open to the public? _____

☐ Yes ☐ No

No. of previous rentals (this year): _____

Date: _____

Time: _____ ☐ a.m. ☐ p.m. _____

(AT LEAST 48 BEFORE APPLICATION SUBMISSION / 4-HOUR MAXIMUM)

ACKNOWLEDGMENTS / INDEMNIFICATION

By signing this Application I verify all of the following: I provided this Application to Library staff on the date indicated below; the information on this Application is, to the best of my knowledge, accurate; I have read, understand, and agree to abide by this Application and the Library Meeting Room General Regulations; I am over the age of 18; I am authorized to sign on behalf of the organization listed on this Application (if applicable); the organization that is renting this room does not discriminate on the basis of religion, race, color, national origin, age, sex, or marital status; following the rental period, I will pay for any damages that occurred to the rented space during the rental period, including: missing or damaged equipment, furnishings, and fixtures; I understand that the dates requested on this Application are not guaranteed; the Library staff has the authority to cancel or reschedule any reservation at any time for any reason; and I understand that the Library staff is not responsible for any stolen or lost property left in the Meeting Rooms.

Furthermore, I shall indemnify the City, the DDA, the City of Warren Municipal Building Authority, the City of Warren Tax Increment Finance Authority, the 37th District Court, and the officials, officers, employees, agents of the above listed entities (Entities) from and against any claim of liability; penalties; damages; attorney fees; professional advisors fees; settlements; or other expenses arising from or in connection with the Rental, including but not limited to the reservation, the rental space during the rental period, and this Application.

Applicant Signature: _____ Date: _____

Printed Name: _____

Title: _____

FOR OFFICE USE ONLY:

Date Received: _____ By: _____

☐ Approve ☐ Deny

Approval / Deny Date: _____ By: _____

Reason for Denial: _____

Rental Fee: $_____ ☐ Payment Received Method of payment: ☐ Cash ☐ Check Rev. 3/6/2026

☐ Fee waived (open to the public) Reason: ☐ Non-profit Organization ☐ Government Agency

Documentation submitted with application: ☐ 501(c)(3) ☐ Government entity ☐ Advertising flyer

Library Meeting Room General Regulations

1. GENERAL

The Warren Library Meeting Rooms (Mark Twain and Stowe) are available to various organizations and individuals for hosting events. The organization or individual renting a Meeting Room is subject to the policies and rules stated in this document. The Warren Public Library has exclusive jurisdiction over renting the Meeting Rooms. Rentals are subject to availability.

The following categories of individuals and organizations are eligible to submit an application for renting the Meeting Rooms:

(a) Warren resident (with a library card in good standing)
(b) City of Warren or government entity
(c) Registered 501(c)(3) Nonprofit Organization (attach documentation)
(d) Non-Warren individual or for profit organization

2. PURPOSE

The American Library Association's Library Bill of Rights, Article VI, states that library meeting rooms should be "available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." The Michigan Larsen-Elliot Civil Rights Act prohibits public institutions from providing support to any group whose membership excludes a person based on religion, race, color, national origin, age, sex, or marital status.

3. APPLICATION

(a) To request renting a Meeting Room, an individual or representative of the organization shall submit a complete and signed application **in person** to Library staff.
(b) If applicable, the Application shall include a copy of a 501(c)(3) registration or proof of government entity status and a copy of any flyer or advertisement for the meeting.
(c) The Applicant must be at least 18 years old and be a Warren resident with a library card (in good standing).
(d) Incomplete applications will be returned to the Applicant.
(e) Applicants may submit applications up to one year before the requested reservation.
(f) Authorization to use a Meeting Room may not be transferred to another group or individual.

4. FEES

(a) Warren residents with a library card in good standing, government entities, and nonprofit organizations are eligible for fee waiver. Individuals or entities that qualify for fee waiver must submit his/her/its library card number or status as a nonprofit in order to receive the fee waiver.
(b) Fees are due at the time of application submittal.

5. CANCELLATION

(a) Room reservations are non-refundable

6. USES

(a) Meeting Rooms are intended to be used by a wide-variety of community groups. In order to avoid any one group monopolizing the Meeting Rooms, one individual or organization may not use the Meeting Rooms more than 12 times per calendar year (except if specifically exempted by Library Staff).
(b) The Meeting Rooms shall not be used in any of the following ways:
  (i) For a meeting charging an admission or other fee.
  (ii) To solicit money donations.
  (iii) To sell merchandise, products, or services.
  (iv) To host social events, including, but not limited to: birthday parties, holiday parties, and baby, or wedding showers.
  (v) For political events with the primary purpose of promoting a certain candidate or candidates for public office.

(vi) To serve food or alcohol.(Amd. 10/19)
(vii) Any activity that may disrupt other Library patrons or staff.
(viii) For commercial filming activities. Commercial filming includes the film, electronic, magnetic, digital, or other recording by a person, business, or other entity with the intent of generating income.

7. PROHIBITED ITEMS.

(a) Decorations, unless Library staff has given prior written permission.
(b) Alcoholic beverages or drugs.
(c) Open-flames or other safety hazards.
(d) Large entertainment equipment or sound amplification devices.

8. RENTAL RULES

(a) General.

(i) be responsible for and present at the rental area during the reserved hours;
(ii) supervise the event attendees during the reserved hours and when the attendees are entering and exiting the Library;
(iii) immediately report any property damage or personal injury that occurs in the Library to the Library Staff.
(iv) Ensure that the attendees are not disruptive

(b) Library staff may enter the Meeting Room at any time during the reservation.
(c) Unless Library staff grants written permission before the event, the rental area is not available before the beginning of the reserved hours.
(d) Staying beyond the reserved hours will result in additional charges.
(e) Clean-up.
(i) The Applicant shall leave the rental area in the same condition that it was before the event.
(ii) The Applicant shall perform or ensure that all of the following clean-up is completed before the end of the reservation period:
(1) Removing all items brought in for the event.
(2) Placing all trash in plastic bags for disposal.
(3) Clean any spills or messes.

9. NONCOMPLIANCE

(a) An organization or Applicant may be banned from renting Meeting Rooms, if she/he/it:
(i) fails to comply with these rules;
(ii) fails to pay the required fees (including returned checks); or
(iii) fails to pay for damages.
(b) If the attendees are not complying with these rules, library staff may require attendees to leave the Library before the end of the reservation,

Please call (586) 574-4564 for further information.