

LOUTIT DISTRICT LIBRARY COMPUTER CLASSROOM USE POLICY

1. The library's use of this room shall have priority over any other group's use of the classroom.
2. The following types of groups may submit an application to use the classroom: nonprofit cultural, educational, civic, and governmental. Business training for firms will also be considered.
3. Loutit District Library will not consider applications by commercial enterprises promoting or offering goods or services, for free or for a fee, or those soliciting business.
4. Users shall comply with the room's Occupancy Limit of 33 persons.
5. This room is available for use during regular Library Open Hours. Exceptions may be considered at the discretion of the Director or the Director's designee.
6. To apply for use of the Computer Classroom:
 - a. The applicant will submit a completed *Computer Classroom Use Application Form* (available at the Checkout Desk, the Adult Information Desk, and on the library's website) at least 7 calendar days prior to the requested room use date. Forms may be submitted up to 3 months prior to the requested room date.
 - b. The applicant must be 18 years of age or older.
 - c. The library may consider a pattern of cancellations and/or previous violations of the *Computer Classroom Use Policy* by the applicant or the applicant's group when it receives subsequent applications from the same applicant or applicant's group.
7. Rules for Use of the Computer Classroom
 - a. Users shall comply with the library's *Rules for Persons Using the Library Facilities and Services and Penalty Procedures for a Violation of These Rules* and all other applicable Loutit District Library policies.
 - b. Users shall comply with local, state, and federal laws and regulations.
 - c. Users shall leave the room in a clean, organized condition.
 - d. Users shall not charge admission fees but may charge a fee for materials.
 - e. The user or user's group must notify the Library of any cancellation of scheduled room use at least 24 hours in advance.
 - f. User groups agree to indemnify and hold harmless Loutit District Library and its agents and representatives from any and all suits, actions, claims, or demands of a nature arising out of or brought on account of any injuries or damage sustained by any person as a consequence or result of the use of the room, its furnishings or equipment, and from any loss, damage, liability, costs and/or expenses that may arise or be caused in any way by such use of library facilities.
 - g. Users shall reimburse the library for all costs to repair library property damaged by the users.
 - h. The library may terminate the use of the room by the users for any violation of these rules.
8. Fees and deposits for use of the Computer Classroom:
 - a. Any fees for the use of the Computer Classroom shall be set by a resolution of the Loutit District Library Board of Trustees.

- b. At the Director's discretion, and after consideration of a *Computer Classroom Use Application Form*, an applicant may be required to provide a \$25 deposit. The deposit will be refunded as long as the users have not damaged library property.
9. The *Computer Classroom Use Application Form* is available at the Checkout Desk, the Adult Information Desk, and on the library's website. Upon receipt of an application, the Director or their designee will respond with a decision within 7 days.

Originally adopted: April 13, 2010

Revised: February 7, 2012

March 7, 2017

April 11, 2017

LOUTIT DISTRICT LIBRARY
COMPUTER CLASSROOM USE APPLICATION FORM

What type of organization is applying?

- Resident Nonprofit Resident Business
 Non-resident Nonprofit Non-Resident Business Government

Contact Person: _____

Organization: _____

Address: _____

Email: _____

Home Phone: _____ Work Phone: _____

Purpose of the class: _____

Date of the class: _____

Setup time: _____ Class time: _____ Ending time: _____

Number of people expected to attend: _____

The classroom is equipped with twelve computer workstations, Microsoft Office, Internet access, and the ability to project from a laptop.

I have read the attached Computer Classroom Use Policy and agree to abide by this policy.

Signature

Date

You will be contacted by the Director or designee as to the status of your request within 7 days of receipt. If you have questions please e-mail John Martin, Library Director, at jmartin@loutitlibrary.org or call 616-842-5560, ext. 212.

Approved Not approved Deposit Required \$ _____

Director Signature

Date

\$ _____
Fee