

<p style="text-align: center;">Cromaine District Library Policy</p>	<p>Policy #: 4021 Page 1 of 4</p>
<p style="text-align: center;"><i>HARTLAND MUSIC HALL RESERVATION AND USE</i></p>	<p style="text-align: center;"><u>Tracking Record</u> Date Adopted: 4/17/25 Revised: 3/19/26</p>

Purpose

Cromaine District Library (the library) uses Hartland Music Hall (seating 220) to promote its program of service to the community. The library also makes the Music Hall available for use by those who wish to use the facilities as a rental venue.

Permission to use or rent the Music Hall does not imply the library's endorsement of the views, aims, policies, or activities of any individual or organization. Library facilities are available regardless of race, creed, color, national origin, age, gender, religion, sexual orientation or disabling condition of the reservation requester or members of the organization.

General Regulations

- The library reserves the right to review each reservation inquiry and determine whether that use falls within the Music Hall facility guidelines. No exceptions will be granted unless the request is consistent with this Policy and approved in writing by the Library Director or designee.
- Facility use cannot create a public safety hazard. Attendees must observe Cromaine District Library Policy 2030, Public Behavior Policy, Hartland Music Hall Guidelines, as well as any state and local laws at all times.
- A Hall caretaker may attend any meeting or event held in the Music Hall.

Availability

- Applications receive consideration on a first-come, first-served basis.
- Hartland Music Hall is available for rental, dependent on caretaker availability, Monday through Sunday, 8 am to 10 pm. Public events may not extend beyond these open hours.

Reservations

- Anyone wishing to use the Hartland Music Hall should submit an inquiry to the Community Engagement Manager at (810) 632-5200 x 518 or by emailing communityrelations@cromaine.org.
- The library must receive a completed contract, a copy of the meeting notice or other publicity, and a 50% non-refundable deposit to hold the space. The full balance is due no less than fourteen (14) business days in advance of the requested date.
- The library will hold tentative reservations for up to three (3) days.
- The individual reservation requester will be held responsible for any damage that may

occur.

- Only adults aged 18 and over are eligible to reserve the facility. The reservation holder must provide adult supervision for all groups with participants of less than 18 years of age.
- The library may reject any application or withdraw previously granted approval for violation of Hall policies and rules.

Reschedules

- Once a contract is approved, a 10% administrative fee will be assessed for rescheduling a booked event.

Cancellations

- Cancellations must be made at least 48 hours in advance.
- The library will only issue the refundable portion of rental fees if notice of cancellation is received 48 hours in advance of the scheduled meeting.
- On rare occasions, the library may have to cancel the approved use of The Music Hall due to unforeseen circumstances. If this occurs, the library will make every reasonable effort to give ample notice and to assist in reserving another date. If that is not possible, the library will refund any fees.

Fees

- The Hartland Music Hall venue rental fee is \$150 per hour, with a required additional staffing fee of \$25 per hour
- Hartland Music Hall fees may be in half-hour increments.
- Reservations must include adequate time for both set-up and clean-up.
- Additional staffing may be required for large events, including weddings, concerts, and events requiring specially-trained lighting technicians and parking support. This staffing will be provided by the library, subject to availability, and additional fees will apply.
- Specialty equipment may be available for rental through the library, subject to availability, and additional fees will apply.
- Visit our schedule of fees for additional information.
- Credit cards are accepted for Music Hall fees.
- All rental, utility and security fees are subject to change without notice.

Use of the Facilities

- Occupancy may not exceed the posted capacity of the facility.
- No food or beverage is permitted in the Hartland Music Hall auditorium at any time.
- The library does not allow anyone to serve or consume alcoholic beverages on any of its premises, except during library sponsored programs with approval in advance from the Library Director or designee.
- No smoking or vaping is allowed in the facility or meeting rooms, or within 25 feet of the exterior entrances.
- Attendees may not mount any material on the walls of any facility
- Tables and chairs are available for use in the facility only.
- The Hall must be left in the original condition and set-up arrangement.
- No pets, outside of registered service animals, are allowed in the Hall.
- No open exposed flames (e.g., candles) or smoke-emitting devices are permitted.
- The use of sand, glitter, and bubbles is prohibited.

Publicity and Notice of Meetings

- Each reservation holder, other than private family functions, must provide the library a copy of notices of meetings or promotional materials for review, before distribution, as part of the room reservation application.
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- The library will post on its calendar information about the meeting, including the name and contact information of the organizer, except for private family functions.

Liability

- All facility users agree to hold the library harmless from any loss, damage, liability costs, and/or expenses that may arise or be caused in any way by such use of library facilities.
- The user, specifically the responsible party, shall be responsible for all loss/damage to the building, furniture and/or equipment. If damage occurs, the responsible party will be liable for a minimum of \$50, plus the actual cost of the damage.
- The library will not be responsible for any equipment or items left in the facility or meeting rooms.
- The user must provide adult supervision for all groups with participants of less than 18 years of age.

Historic Hartland Music Hall Fees and Rental Add Ons

Venue Rental		
Hall Rental	Please book ample set-up and tear down time, booking by half-hour increments. Please book any expected decor or rehearsal time.	\$150/hr.
Staffing Fee	Required	\$25//hr.
Day-of Added Time	Additional fees for late exits not pre-arranged at the time of booking. Billed in quarter-hour increments.	\$300/hr.
Additional Fees		

Hall Caretaker	Included with Hall Rental	Included
Lighting Support	Required for bookings requesting professional/dynamic stage lighting (Basic stage lighting is provided at no cost)	\$25/hr.
Projection Support	Required to pair with projector rental for showing movies on the screen (Upon staff availability)	\$25/hr.
Door Support	Assistance with crowd control, ticketing, hospitality	\$25/hr.
Equipment		
Projector/Laptop Rental for slides or movies	(Upon availability)	\$50 flat fee
Compact PA and Microphone	(Upon availability)	\$50 flat fee
LED Pillar Candles (300 count)	Self- set up	\$50 flat fee

Please note: there is no food and beverage allowed in the Hall auditorium.