



ALGANSEE • BRONSON • COLDWATER
QUINCY • SHERWOOD • UNION TWP.

WEDDING POLICY

Adopted: June 20, 2022

Last Revised: n/a

Certain branches of the Branch District Library (BDL) may be used as a venue for weddings. Branches where weddings are permitted are enumerated in the Rental Application, along with their attendance limits and available rooms in the library. Wedding use in general is permitted with the following conditions:

- Applications for use of the library for a wedding must be made at least one month in advance.
- Applications will be accepted at the discretion of the Library Director.
- Applications may be rejected if staffing is not available or if the requested date conflicts with other library events or programming.
- Once an application is approved, a reservation is not considered complete until all fees are received and the rental agreement has been signed.
- The cost of rental for a wedding is \$250. The rental fee must be paid by check at least two weeks in advance of the ceremony by cashier's check or money order. This fee covers the cost of BDL staff and utilities.
- In addition to the rental fee, a security deposit of \$500 is required at least two weeks in advance of the event, paid by cashier's check or money order. The deposit will be returned following the ceremony, unless there is damage to library property or if unexpected expenses are incurred as a result of the ceremony, including but not limited to cleaning service fees or additional staff time required for cleanup or repairs as a result of the ceremony.
- Our insurance carrier requires that renters obtain additional liability coverage for their ceremony. Details and cost for this coverage are provided in the rental application.



BDL ADMINISTRATIVE OFFICES

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- All wedding must be held after normal library hours of operation.
- Wedding activities may be held only in designated areas. Staff work areas are strictly off-limits.
- Only ceremonies may be held, lasting no longer than one hour. No receptions. Total time in the library for setup, ceremony, and cleanup is limited to four hours. Any decorations brought by the renter should not be attached to any library fixtures by means of adhesives, nails, staples, or any other damaging means. Rice, flower petals, etc., may not be tossed inside any BDL branch.
- No food or beverages of any type are permitted.
- The library will not provide speakers, power cords, extension cords, or microphones, technology, etc. Any technology required for the ceremony should be brought by the renting party.
- At least two members of BDL staff must be on premises during a wedding rental.