



OTSEGO DISTRICT PUBLIC LIBRARY

401 Dix Street • Otsego, MI 49078 • P (269)694-9690 • F (269) 694-9129

www.otsego.library.org

APPLICATION AND RENTAL AGREEMENT

FOR USE OF THE OTSEGO DISTRICT LIBRARY'S LURA SANFORD ROOM AND TUTOR ROOMS

Name: _____

Phone: _____

Address: _____

Purpose of Room Use: _____

Date Needed: _____

Rental Hours (including setup and cleanup time) _____ to _____

THE RENTER AGREES TO THE FOLLOWING TERMS:

1. No alcoholic beverages will be brought onto the Library property by the organization, its members, or guests. Smoking or tobacco use is not permitted in the Library building or anywhere on the property.
2. No illegal, immoral or dangerous activity shall be permitted in the Library. No hazardous materials are permitted in the Library.
3. Candles and all other open-flame devices are not permitted in the Library.
4. The premises shall be left in as good condition as found, including returning all chairs and tables to their original locations. Any damages to furniture, walls, floor finish, doors, etc. shall be paid by the Renter after the reasonable cost of repairs or replacement has been determined. Nothing shall be attached to walls, floor or ceiling, except with prior approval by the library director.
5. Food or non-alcoholic beverages may be served, with the exception of red beverages. The kitchenette may also be used. The Renter shall clean up the premises and remove all trash from the building. Any permits required for preparing or serving food or beverages will be the responsibility of the Renter.
6. The Renter agrees to hold the Otsego District Library harmless as a result of any actions for damages to persons or property during the period that the renter has possession of the property.
7. The Renter agrees to pay the costs of any damages, plus cost of collection, including legal fees.
8. Renter recognizes that a staff member shall be present in the building during the entire room rental.
9. Inquire with the Library Director about cost for program room rental. Rent for the use of the Program Room during the period described above shall be:

During Library Open Hours, for a Four Hour Rental Period:

Otsego City, Otsego Township, Alamo Township residents: **\$50**

Nonresidents: **\$75**

Beyond 4 hour rentals for both residents/non-residents: add \$20/hr to rental cost

During Closed Hours: add \$15/hr to staff the event during closed hours.

Library hours available on the website at www.otsego.library.org



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Room Payment may be made to the library via cash, check, or credit card. Room payment must be made before the event begins.

I have read and understand all the Otsego District Library room regulations and rental agreement.

Signed for the Renter by: _____ Date: _____

Program Room Rental Agreement revised 9/2017

***** For Library Use Approved by the Library by

Signed: _____ Date: _____