



OTSEGO DISTRICT PUBLIC LIBRARY

401 Dix Street • Otsego, MI 49078 • (269)694-9690 • www.otsego.library.org

INNOVATE • INTERACT • INSPIRE

APPLICATION AND RENTAL AGREEMENT

FOR USE OF THE OTSEGO DISTRICT LIBRARY'S LARGE PROGRAM ROOM AND TUTOR
ROOMS

(PLEASE WRITE LEGIBLY)

Full Name: _____

Address: _____

Phone: _____

Purpose of Room Use: _____

Date Needed: _____ Rental Hours INCLUDING Setup and Cleanup _____ - _____
START TIME END TIME

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 open-flame devices (including catering fuel burners) 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 a Room Rental Specialist or 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. The Renter recognizes that a staff member shall be present in the building during the entire room rental.
9. Inquire with a Room Rental Specialist or the Library Director about cost for program room rental. Rent for the use of the program room and tutor rooms during the period described above shall be at the rates listed on the backside of this form.

RENTAL RATES

RESIDENTS ----- \$50/4 HOURS

Resident Areas include the following locations:
Otsego City, Otsego Township, Alamo
Township, Trowbridge Township, and Watson
Township

NON-RESIDENTS----- \$75/4 HOURS

Are you a resident or a non-resident?

- RESIDENT
- NON-RESIDENT

ADDITIONAL RATES

BEYOND 4 HOURS: Add \$20/HOUR to
rental cost for both residents/non-residents.

CLOSED HOURS: Add \$30/HOUR to rental
cost for staffing the event during closed hours.

LIBRARY HOURS

Monday • Tuesday • Friday	9 AM – 6 PM
Wednesday • Thursday	9 AM – 7 PM
Saturday	9 AM – 3 PM

Which room are you renting for your event?

- Large Program Room
- Tutor Room(s)

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.

Renter Signature: _____ Date: _____

LIBRARY USE ONLY

(PLEASE WRITE LEGIBLY)

Director/Rental Specialist Signature _____

Date: _____

Staffed by: _____ Staffing Hours: _____

Patron Notified of Approval and Rules Reviewed. Date: _____

Staff Initials: _____

Scheduled event in Room Rental Binder.

Payment Total: \$ _____ Paid? Yes No

Is this a Non-Profit? Yes No

Payment Method: Cash Check Charge