APPLICATION AND RENTAL AGREEMENT
FOR USE OF THE OTSEGO DISTRICT LIBRARY’S LARGE PROGRAM ROOM & TUTOR ROOMS
(PLEASE WRITE LEGIBLY)

Full Name: _______________________________________________________
Address: _________________________________________________________
Phone: ___________________________ Purpose of Room Use: _______________
Date Needed: ______________ Rental Hours INCLUDING Setup and Cleanup _______ - _______
S/M/T/W/T/F/S 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. Grills of any kind are not permitted in the building or on the property, unless approved in advance by the Library Director.
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**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>9 AM – 6 PM</td>
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<tr>
<td>Tuesday</td>
<td>9 AM – 7 PM</td>
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<tr>
<td>Wednesday</td>
<td>9 AM – 3 PM</td>
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<tr>
<td>Thursday</td>
<td>CLOSED</td>
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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 your event begins. Your rental is not approved until you receive confirmation from the Library Director or a Room Rental Specialist.

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

Renter Signature: ___________________________ Date: _________________

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**LIBRARY USE ONLY**

*(PLEASE WRITE LEGIBLY)*

- ☐ Director/Rental Specialist Signature ____________________________ Date: _________________

- ☐ Patron Notified of Approval and Rules Reviewed. Date: _________________

Scheduled event in Room Rental Binder: ☐ Yes ☐ No

Staff Working (If After-Hours): ____________________________

Staff Initials: ________

Is this a Non-Profit? ☐ Yes ☐ No - Rental Total: $ ________________ Paid? ☐ Yes ☐ No

Payment Method: ☐ Cash ☐ Charge ☐ Check: Check #: ____________________ ☐ No Charge

Room Rental Agreement Revised JULY 2023