



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 & TUTOR ROOMS
(PLEASE WRITE LEGIBLY)

First and Last Name: _____

Address: _____

Phone: _____ Purpose of Rental: _____

Email: _____

Which room are you renting? Large Program Room
 Tutor Room(s) - Do you need both tutor rooms? Yes No

Date of Rental: _____ Rental Hours (Include Setup & Tear Down): _____ - _____
S / M / T / W / T / F / S START TIME END TIME

Is this a reoccurring rental? Yes
 No

If reoccurring, then how often will you need to rent the program room/tutor room(s) at the library?
 Weekly Bi-weekly Monthly Other _____

If this is a reoccurring event then please write ALL dates needed below. Please, include the day of the week and time for each reoccurring event. *Example: Wednesday, January 3 from 10 AM - 2 PM.*

NOTE: The library only books 3 months in advance.

ROOM 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 ROOM RENTAL 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
Sunday CLOSED

SIGNATURE REQUIRED ON BACK →

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.

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.

Forms can be turned into the circulation desk at the library or submitted via email to jcook@otsegolibrary.org - digital submissions must receive a confirmation email to be approved.

By signing below I confirm that I have read and understand all the Otsego District Library room rental rules and agree to the room rental policy.

Renter Signature: _____ Date: _____

LIBRARY USE ONLY - PLEASE WRITE LEGIBLY

Director/Rental Specialist Signature: _____ Date: _____

Staff should be reviewing all rules with patron upon approval of room rental application.

Scheduled/written event in Room Rental Binder: _____ (Staff Initials)

Is this a Non-Profit? Yes (No Charge) No - Rental Total: \$ _____ Paid? Yes No

Payment Method: Cash Charge Check: Check #: _____

Staff Working (If After-Hours): _____