

LIBRARY MEETING ROOM AGREEMENT

Please fill out this information completely and accurately. On-going meeting room requests expire annually (one calendar year from date of 1st meeting). It is the responsibility of the group to renew their meeting room reservation by contacting library administration. If there any changes to any information, please notify library administration as soon as possible.

Group Name: _____

Contact Person: _____ Email: _____

Phone: _____ Rental Date: _____

Purpose: _____

Estimated number of people attending: _____

Single Use: Rental from _____ AM/PM to _____ AM/PM

Multiple Uses (e.g. 1st Thursday of each month) Rental from _____ AM/PM to _____ AM/PM

I AGREE TO THE FOLLOWING:

- No use before 7:00 am or after 10 p.m.
- Room capacities will be honored
- No alcoholic beverages allowed without approval of the Library Board
- Smoking is not allowed anywhere on library grounds; burning of items (incense, candles, etc.) is prohibited and all decorations must be flame proof.
- No red colored drinks or foods that will cause permanent staining
- Group will be responsible for and reimburse the Library for actual costs of repairs needed due to damage
- Facility use is limited to the reserved meeting room, kitchen, and restrooms
- The main library will maintain regular hours and be unavailable if meeting room is reserved before/after hours
- The Library is not responsible for lost or stolen item. Anything left will be held for 30 days
- The group using the rooms shall indemnify, save and hold harmless the Otsego County Library from any and all claims for user's guest or licensee
- No holes shall be made in, nor tape used on, walls or ceiling
- During rental, no doors are to be blocked open to the outside
- No roller blade shoes or like items or bikes or any items that will leave marks on the floor allowed.
- The group will clean the rooms after use according to the checklist provided. The contact person is responsible to complete the cleaning check list.
- No persons will be allowed into the meeting room until the reserved time of use
- The Library shall only be liable for any loss, damage or injury which results from a building defect, as provided in applicable Michigan law, if that defect is not caused by the user
- User will remove their trash and recyclables from the building

Extra instructions/Equipment Needs:

I have read and agree to follow the rules of the rental agreement

Signature _____ Date: _____/_____/_____