

SEBEWAING TOWNSHIP LIBRARY COMMUNITY ROOM RENTAL CONTRACT

41 N. Center Street, Sebewaing, MI. 48759 Phone: (989) 883-3520 E-mail:
sebewaing02@gmail.com

Room dimensions: 33' x 48'

Individual seating capacity: 150

The individual signing this contract will be held accountable to the contract contents. *Use of the Community Room is to be for private events only, exception to this is registered non-profit use. The rentee of the Community Room can't make a profit or any financial gain from the use of our Sebewaing Township Library Community Room.*

RENTAL FEE

The rental fee for the library community room is \$75 with \$25 being refunded providing **all** the terms of this contract are followed. Checks are made payable to Sebewaing Twp. Library. Individual checks, (\$25 for deposit \$50 for rental fee), expedite the return of your deposit. Cash payments are accepted. ***Please instruct your guests to use Community Room access doors for your event.*** This avoids confusion for your guests.

DRINK, SMOKING, SUBSTANCES

No alcoholic beverages. No smoking. No cigarette butts on sidewalks. The Sebewaing Twp. Library and Community Room are a drug free zone.

RESPONSIBILITY

Sebewaing Township Library is not responsible for any equipment, supplies or materials brought in and left by an individual or group. Scheduling of the room is at the discretion of the Library Director and library activities have priority over those of other institutions, organization, or individuals.

ITEMS AVAILABLE FOR USE

Refrigerator, microwave, 23-6 ft. resin tables, 94 stacking chairs, 55" wide-screen TV, vacuum cleaner, sink area for clean-up, (bring your own towels, dish soap, etc.), 1 coffee pot (must bring bottled water, and coffee materials to utilize), 1 punch bowl. The community room has multiple electrical outlets.

RESPONSIBILITIES OF RENTING PARTY

1. The rental party is responsible for setting up chairs and tables and for returning all furniture and library property to the designated location. **Library property is not to leave the building.**
2. Items may not be fastened to the walls with tape, nails, staples, push pins, etc. Wall tacky putty permissible.
3. You must supply your own dishes, silverware, cups, glasses, garbage bags, paper towels, food and beverages.
4. Any damage or theft of library property will be invoiced to you or your group.

5. The meeting room must be properly cleaned, and trash taken out and placed in the dumpster behind the library.
6. No on-site food preparation is permitted. The facility does not have a commercial kitchen.
7. The thermostat should be set no higher than 70 degrees in the winter and turned to 60 degrees when leaving.
8. Air conditioning should be set no lower than 70 degrees when in use and should be turned off when leaving.
9. Please report any spills or mishaps.
10. Keys should be placed in the slot of the front library door that is by the book drop on Center Street.
11. **Turn off all lights and make sure doors are securely locked.** If you used the back entrance, make sure the wood barricade is in place.
12. The community room must be locked if left unattended. Theft of library property is the renter's responsibility.

Date & Time Period of Event _____ Approx. number of attendees _____

Name of Organization and/or Responsible Party _____

Address _____

Phone _____ Cell _____
E-mail _____

Purpose of Meeting _____

Signature of person held responsible _____
Date _____

Please print name _____
