



AUDITORIUM RENTAL POLICY and CONTRACT

1. Rental is for five (5) hours. Any additional time will be assessed at \$20 per hour or any part of an hour; in any event, please vacate no later than 11 p.m. **Include time for set up before your event and for clean up after your event in your rental period. Library staff will not give out keys or allow renters in the auditorium prior to the scheduled rental period (except for keys given out for rentals during times the library is closed).**
2. Rental rates are: \$100 for those who qualify for a resident card or who have a non-resident card
\$150 for all others.
Payment in full is required with registration.
3. The rental fee includes the use of the auditorium and kitchen only. Renters may use library public restrooms and the hallway for access to and from the auditorium and kitchen. When the library is open, the side entry next to the auditorium and the restrooms are used by library patrons, as well. Renters must not restrict access by library patrons. Do not place furniture, food or other items in the hallway at any time, regardless of whether the library is open. Do not remove or relocate, even temporarily, library furnishings in the hallway.
4. Capacity of the auditorium is 80 people maximum, with table seating available for approximately 50 people.
5. If the renter charges an admission or participation fee of any amount, rental charges double.
6. Renters may not set up storefronts or any rentals where selling a product or service at the rental is the primary purpose (for example, a sales business may have a meeting or a training program but not camp out to sell products or services to walk-ins or invitees, a law firm may hold a deposition or client meeting but not solicit clients by walk-in or invitation, someone may sell Tupperware at a bridal shower, a clown may perform at a birthday party, etc.).
7. For security of the library premises and integrity of its brand, no recording or photography for commercial purposes without separate permission from the library---you may record a meeting for business purposes or a party for a souvenir without additional permission, but not any recording you intend to sell (even to people at the party or meeting). You may hire a professional photographer or videographer at your event, but not with the intention of selling the photographs or recording commercially.
8. All rental purposes and activities must be legal in this jurisdiction and within the bounds of locally-acceptable behavior as determined by the library board with delegation to the director and staff.
9. Library premises are monitored by security cameras 24 hours a day.
10. **Cancellation rules and fees:** Full refund within 24 hours of contract signing; \$25 fee after 24 hours; No refund if cancelled less than 48 hours of scheduled rental. If the library must cancel the rental for an emergency (equipment failure, public health event, etc.) beyond the library's control, the library owes the renter only the full refund of any payment.

RULES FOR RENTAL:

1. Must be 21 years of age to rent. An adult (over the age of 21 years) shall be present at all time to supervise the auditorium.
2. NO alcoholic beverages or smoking allowed on village property.
3. The doors between the auditorium and the main library will be locked.
4. Do not remove furnishings or equipment from the building. Please bring your own dish towels, table coverings, and dish detergent.
5. Do not leave food or personal items. Do not take any of the items that belong to the library. All garbage, paper trash, etc., is to be bagged and placed in the provided dumpster at the southeast corner of the parking lot.

6. Renter must pay for any breakage or damage, according to the replacement cost. Report stains on the chart in the kitchen. Report breakage or other damage to a librarian as soon as possible. Unreported and unpaid damage costs may be charged to your library account and may affect your ability to use the library and rent the auditorium. Uncollected damage costs will be turned over to a collection agency.
7. Floors are to be swept, all spills thoroughly cleaned up, all decorations (including those you may put outside) removed—including tape on tables, etc. ALL areas are to be left clean and free of any debris. Please check restrooms: flush toilets, and turn off lights and ventilating fans.
8. **If your rental occurs during hours that the library is open (see hours below), please limit parking in the south drive to loading/unloading vehicles only, and thank you for not blocking the drive while loading/unloading.** There is room behind the library for parking.

After-Hours Renters:

(The following is part of the contract agreement)

It is the renter's responsibility to pick up a key. On any day the library is open, renter must pick up a key before the library closes on the day of the rental. For Sunday and Holiday rentals, renter must pick up the key on the last open day before the rental. If rental ends when the library is closed, renter will return key in provided plastic case to outside book drop. Dial 911 for an emergency. Follow the procedures above for property damage or carpet stains. In the event of a lock-out, you may call the library custodian at 517-605-5974 or 517-260-4007, but the library does not guarantee assistance. If assistance can be arranged, a lockout fee of \$25 will be payable prior to the renter's receiving a key.

I agree to all rules outlined in this contract:

Signed _____ Date _____

Address _____ Phone _____

LIBRARY HOURS:

Monday, Wednesday, Friday and Saturday:

10:30-5 p.m.

Tuesdays and Thursdays:

1-8 p.m.

For library use only:

Payment:

Receipt #: _____

Date _____ Amount: \$ _____

Key:

P-U _____ Return _____

Name on Rental _____

Rental Date _____ **Time** _____