

THOMPSON HOME PUBLIC LIBRARY  
Basement Area Rental Agreement

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
COMPANY/ORGANIZATION

\_\_\_\_\_  
ADDRESS

EVENT INFORMATION

DATE: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_

BEGINNING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_

- Non-profit Service Group (No charge first four hours, \$30 per subsequent 4hr block) Donations accepted
- Private Individual/School/Governmental Entity (\$50 per 8 hour block)
- Business/For-profit entity (\$50 per 4 hour block)

I have read and agree to follow the Basement Area Rental Policy for the event listed above. I understand that I am responsible for returning the room to its original state once my event is over, and I will be invoiced for any damage that occurs to the space which requires repairs or replacements.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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FOR LIBRARY USE

- Deposit Collected    Employee Initials: \_\_\_\_\_

# THOMPSON HOME PUBLIC LIBRARY

## Basement Rental Policy

### FEES:

Non-Profit or Service Groups: No Charge/Donation (1<sup>st</sup> 4-hr. block); \$30 (subsequent 4-hr. blocks)

Private Individual Events & Governmental/School Use: \$50 (each 8-hr. block)

Businesses/For-Profit Entities: \$50 (each 4-hr. block)

Please make reservations at the Library or call 989-875-4184 for inquiries.

Reservations are not confirmed until Library staff place the event on the calendar following receipt of any applicable fee and the signing of the rental agreement by the responsible party. Non-profit or service groups must still sign the rental agreement in order for a reservation to be confirmed. The fee will be returned if cancellation is made at least two weeks prior to the event.

If damages occur during usage, the group or individual making the reservation will be responsible for repair or replacement expenses. Failure to cover said expenses will result in revocation of future use privileges and/or other enforcement/collection methods.

The basement area is available for rentals between 6:00 AM and midnight.

### SPECIAL INSTRUCTIONS:

- If the event is not during library hours, keys will need to be picked up during regular business hours. Before departing, the outside doors shall be locked and the key placed in the small metal basket on the refrigerator.
- Kitchen supplies (pots, pans, dishes, silverware, etc.) are not provided.
- Tables and chairs are to be cleaned, taken down and placed in the storage closet.
- Vacuuming is not required; however, large items shall be picked up off the floor and spills shall be cleaned up.
- During winter months, renters shall be responsible for shoveling & salting the sidewalk. During regular work hours (7 AM – 3:30 PM), the City will remove the snow when accumulation is over 2".

### RULES:

- Smoking or alcoholic beverages are not permitted anywhere on the library property.
- Birdseed, rice or other similar items shall not be used either inside or outside the building.
- **Bags of garbage must be removed from the building at the end of the event.** Dumpsters behind Simmit Insurance, Hearthstone and Head Start are **NOT** to be used.
- Rooms are to be left as they were found.
- Nothing is to be left in the refrigerator.
- Animals are not permitted inside the building.
- Parking or driving on sidewalks is not allowed, including during unloading and loading.
- All decorations used must be within the guidelines of the State Fire Marshall.
- **No decorations shall be attached to the walls or ceilings**, including the use of Command strips or similar products. Table, chair & other decorations shall be removed at the end of each event.

### SEATING CAPACITY SHALL NOT EXCEED:

- Tables and chairs – 70 persons
- Chairs only – 126 persons