

THOMPSON HOME PUBLIC LIBRARY

Basement Rental Agreement

DATE

NAME

PHONE NUMBER

COMPANY/ORGANIZATION

ADDRESS

EVENT INFORMATION

DATE: _____ TYPE OF EVENT: _____

BEGINNING TIME: _____ ENDING TIME: _____

- Non-profit Groups (including government and school entities): \$25 per 4-hour block
- Business/For-profit Entity: \$50 per 4-hour block
- Private Individual Event: \$75 per 8-hour block

I have read and agree to follow the Basement 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 damages or infractions that occur to the space which requires maintenance, repairs or replacements.

SIGNATURE

DATE

FOR LIBRARY USE

Deposit Collected

Cash/Check # _____

Employee Initials: _____

THOMPSON HOME PUBLIC LIBRARY

BASEMENT RENTAL POLICY

FEES:

Non-profit groups (including government and school entities: \$25 per 4-hour block.

Businesses/For-Profit Entities: \$50 per 4-hour block.

Private Individual Events: \$75 per 8-hr block.

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

Reservations are not confirmed until Library staff places the event on the calendar following receipt of any applicable fee and the signing of the rental agreement by the responsible party. Reservation fee will be returned if cancellation is made at least two weeks prior to the event.

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

SPECIAL INSTRUCTIONS:

- If your event is not during library hours, keys will need to be picked up during regular business hours. Failure to do so will result in the forfeiture of your reservation and payment. 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.
- 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 taken with the renter 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.
- Tables and chairs are to be cleaned, taken down and placed in the storage closet.
- Floors are to be swept thoroughly (vacuum and broom provided).
- Nothing is to be left in the refrigerator or freezer.
- Pets are NOT permitted inside the building. Legitimate service animals are not considered pets.
- 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, and must be removed at the end of the event.
- **No decorations shall be attached to the walls or ceilings, including the use of Command strips or similar products.** The provided corkboard strips are the ONLY acceptable place to hang wall decorations.

If damages occur during usage, the group or individual making the reservation will be responsible for maintenance, repair or replacement expenses.

Examples include, but are not limited to:

- Garbage left behind: \$25 per bag
- Dirty floors: \$25,
- Damage to paint: \$15 per mark
- Unlawful use of neighboring dumpsters: \$25 per bag

Video surveillance will be used to determine any damage or infraction expenses. Failure to cover said expenses will result in revocation of future use privileges and/or other enforcement/collection methods.

SEATING CAPACITY SHALL NOT EXCEED

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