

Community Room Rental Agreement

Residents and organizations within the Coloma Public Library’s legal service area, which includes Coloma Charter Township, City of Coloma, Bainbridge Township, and Hagar Township, may rent the Community Room for civic, educational, and social use.

The signature of an authorized individual who will accept responsibility as the Renter, is required on all Community Room Rental Agreements. The Signer must be an adult who meets room eligibility requirements or is an acting authority of an organization located within the Library’s legal service area.

Eligibility

Non-Profit Use

Local non-profit organizations may rent the Community Room. The meeting or event must be free to attend and open to the public.

Commercial Use

Local organizations sponsoring educational programs of a non-profit nature may rent the Community Room. The meeting or event must be free to attend.

Private, Social Use

Residents and organizations may rent the Community Room for private social functions.

**The Community Room is not available for funeral services.*

Local Government

Government municipalities in Coloma Public Library’s legal service area may request one use of the Community Room per calendar year, free of charge. The request must be made directly from the Municipality’s clerk. Individual elected officials are not eligible for the local government exemption described in this clause.

Fees and Rules

Coloma Public Library Hours of Service

Monday - Thursday 9:00am-7:00pm

Friday - Saturday 9:00am-2:00pm

	<u>During Open Hours</u>	<u>Over 4 hours</u>	<u>After Hours</u>
Non-Profit Use	\$25 up to 4 hrs	Base rate+\$5 per hr or partial	same fees as Private, Social Use
Commercial use	\$50 up to 4 hrs	Base rate+\$5 per hr or partial	same fees as Private, Social Use
Private, Social use	\$75 up to 4 hrs	Base rate+\$15 per hr or partial	Base rate + \$25 per hr or partial
Local Government use	1 free use per year	1 free use per year	N/A

A signed Community Room Rental Agreement, rental fee, and cleaning deposit of **\$50.00** must be provided to the Library before the room will be confirmed. Accepted forms of payment are cash and checks.

The cleaning fee will be returned to the renter if the room has been restored to its original condition by the end of the rental period. If the room has not been adequately cleaned or has been kept beyond the time rented, the cleaning deposit will be forfeited.

The Community Room is available for rent from the Library's open hours. After-hours use is exceptional; and may be considered only when a member of the Library Administration or Board Member is available for building supervision.

Individuals and organizations may rent the Community Room a maximum of 6 times per year. Occupancy is limited to 100 people.

All persons on Library property are subject to Library policies at all times.

Children attending an event in the Community Room must be directly supervised by responsible adults for the duration of the event.

Community Room use is limited to the Community Room, kitchenette, and public restrooms. Other areas of the Library are not included in rental agreements.

Excessive noise violates the *Code of Conduct Policy*. Violation of Library policies may result in future ineligibility for renting the Community Room. It is recommended to keep the doors to the Community Room closed to reduce noise during events.

Alcohol use is not permitted. Smoking is only permitted outside and must comply with Michigan's Smoke-Free Air Law.

No items may be bought and sold on Library premises.

Library staff will not be responsible for registering attendees at non-Library sponsored events.

The Library's *Emergency Closing Policy* applies to Community Room rentals. When the Library closes due to inclement weather or other emergency, rental fees and deposits will be refunded.

Room Set-up

On the day before an event, the Library will allow Renters the opportunity for prior set-up as long as the room is not in use. The prior set-up must occur during the Library's open hours and be completed before close. However, such availability is not guaranteed. Renters should consider how much time may be needed to prepare on the day of the event.

It is the responsibility of the renter to handle room set-up including tables and chairs.

Room Clean-up

The renter should plan for enough time within the rental period to clean the room and give staff time for inspection. Inspections should not last longer than 5-10 minutes.

The Library will provide one large trash bag that will be discarded by the Library. Any trash generated over the amount of one bag is the responsibility of the Renter and must be taken away at the end of the event.

The Library has a vacuum cleaner and some limited cleaning supplies available as a courtesy.

Staff will complete an inspection of the Community Room at the conclusion of an event. The cleaning deposit will be refunded when the room has been restored to its original condition by

the end of the rental period. The cleaning deposit will be returned same day unless staff requires further input from the Library Administration.

Damage

No scotch tape, nails, or other adhesives may be used on the library walls or furniture, except for small pins in tack board wall. No red beverages may be served.

The Renter shall be liable for any damage caused to the Community Room and its contents as a result of their event.

Safety

Individuals and groups are solely responsible for their own physical safety and personal possessions while using the Community Room.

Amenities

The Community Room offers the following:

- Kitchenette including refrigerator, oven, coffee pot, microwave, and sink.
The Library does not provide coffee supplies, utensils, dishes, and other items for food preparation.
- Beverages are allowed with the exception of anything red.
- 13 tables and 100 chairs
- Full-length room divider
- DVD player, large screen TV, and projector screen

Renters are encouraged to stop in before the event takes place to ensure compatibility of their equipment with library equipment.

Disclaimers

The use of the Community Room does not indicate approval by the Coloma Public Library Board or staff of the beliefs or goals of such individuals or organizations.

Individuals and organizations renting the Community Room may not imply sponsorship or affiliation with the Coloma Public Library without advance permission from the Library Administration.

Individuals and organizations shall indemnify and hold harmless the Coloma Public Library and its staff, officials, and boards against suits, actions, damages, and expenses of any nature which may be brought or made against the Library or which the Library may pay, sustain, or incur by reason of the use of the Community Room by individuals or organizations.

A Renter who makes a false statement concerning the nature of the reason for using the community room may be denied future use of the meeting room.

When there is a question, if the resident, organization, or meeting is eligible for rental of the Community Room, the Library Administration will make the final decision.

If, in the judgment of the Library Administration, the safety and well-being of persons within the library or the library's property may be endangered by allowing a particular group to use the Community Room, the Library has the authority to deny use of the Community Room to said group. However, before use of the Community Room is denied, the said group shall have the right to present their request to the Library Board at a public meeting of the Board.

**A full copy of the Coloma Public Library Meeting Room Policy is available upon request.*

Name of Organization_____

Authorized Representative/Renter_____

Address_____

Contact Phone Number_____

First time Renter?

Yes No

Date Room is Requested_____

Event Start Time_____

Event End Time_____

Expected number of participants_____

Reason for using the Community Room_____

I have read the Community Room Rental Agreement and agree to abide by it. I agree to be legally responsible for any physical damage done and agree to pay the actual costs for any breakage of property, or any special cleaning that may be required due to use of the room for the event listed above.

Signature of authorized representative/renter_____

Date of Signature_____