

Key Information:

- A signed **Community Room Rental Agreement**, rental fee, and a \$50 cleaning deposit are required before the room is considered confirmed.
- Rentals are available during Library hours. After-hours use is not permitted without prior authorization of the Library Administration.
- The minimum rental time block is 4 hours, though it is permitted to use the room for a shorter duration.

Rental Rules and Responsibilities

- Occupancy is limited to 100 people.
- The rental includes the Community Room, kitchenette, and public restrooms. Other Library areas are not included.
- Alcohol is not permitted. Smoking is only allowed outside and must comply with Michigan's Smoke-Free Air Law.
- Solicitation of Library patrons is prohibited. Renters may post flyers in compliance with the Library's Brochure Room policy.
- Sales of items require advance approval from Library Administration.
- Renters are responsible for their own safety and personal belongings while using the Community Room.
- Children attending an event in the Community Room must be directly supervised by responsible adult caregivers for the duration of the event.
- Excessive noise may disturb other library visitors and is a violation of the *Code of Conduct Policy*. It is recommended to keep the doors to the Community Room closed to reduce noise during events.

(Initials of Renter)

Signage and Promotion

- Directional signage is allowed but must not impede Library traffic or violate Library policies.

Cancellations due to Library Closures

- The Library's Emergency Closing policy applies to rentals. Rental fees and deposits will be refunded if the Library closes due to inclement weather or emergencies.

Amenities

The following amenities are available:

- Kitchenette with a refrigerator, oven, coffee pot, microwave, and sink.
- *The Library does not provide coffee supplies, utensils, dishes, or other items for food preparation.*
- 13 tables and 100 chairs
- Full-length room divider
- DVD player, large screen TV, and projector screen
- Renters are encouraged to come in before the event takes place to ensure compatibility of their equipment with library equipment.

**Refer to the Coloma Public Library Community Room policy for full details. A copy will be made available upon request.*

Contact Information

For questions or to make rental arrangements, please contact the Coloma Public Library Administration during business hours; 269-468-3431, readcoloma@gmail.com.

Name of Organization

Name of Renter/Authorized Representative

Address of Renter/Authorized Representative

Address of Organization (if different from above)

Contact Phone Number and Email

Date Room is Requested _____

Start Time _____ End Time _____

Expected number of participants

Reason for using the Community Room

First time Renter? Yes No

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 Renter/Authorized Representative

Date