

APPLICATION AND RENTAL AGREEMENT
FOR USE OF THE OTSEGO DISTRICT LIBRARY'S LURA SANFORD PROGRAM ROOM
OTSEGO DISTRICT LIBRARY

Name: _____ Phone _____

Address _____

Purpose of Room Use: _____

Day of Week Needed: _____ Date Needed: _____

Hours Needed: _____ to _____ Event Hours: _____ to _____

THE RENTER AGREES TO THE FOLLOWING TERMS:

1. No alcoholic beverages will be brought onto the Library property by the organization, its members, or guests. Smoking or tobacco use is not permitted in the Library building or near entrances.
2. No illegal, immoral or dangerous activity shall be permitted in the Library. No hazardous materials are permitted in the Library.
3. Candles and all other open-flame devices are not permitted in the Library.
4. The premises shall be left in as good condition as found. Any damages to furniture, walls, floor finish, doors, etc. shall be paid by the Renter after the reasonable cost of repairs or replacement has been determined. Nothing shall be attached to walls, floor or ceiling, except with prior approval by the library director.
5. Food or beverages may be served. The kitchenette may also be used. The Renter shall clean up the premises and remove all trash from the building. Any permits required for preparing or serving food or beverages will be the responsibility of the Renter.
6. The Renter agrees to hold the Otsego District Library harmless as a result of any actions for damages to persons or property during the period that the renter has possession of the property.
7. The Renter agrees to pay the costs of any damages, plus cost of collection, including legal fees.

9. Rent for the use of the Program Room during the period described above shall be \$25.00 per hour. A \$100.00 security deposit is also required. The rental amount and the security deposit shall be payable the day of the event and shall be paid in cash, check or money order; credit cards cannot be accepted. In addition to the hourly fee, the Renter shall pay \$15.00 per hour for library staffing if the event is held during library closed hours.

Total Cost: _____

Signed for the Renter by _____

Date _____

For Library Use

Approved by the Library by:

Signed _____

Date _____