

Chelsea District Library Meeting Room Rental Agreement

Organization:

Name: Phone (Day):

Street: Phone (Eve):

Email.....

City: State: Zip:

Chelsea District Library has permission to put the following information on their website: **Yes** **No** **Initials**_____

Contact information (Phone # or email address) for CDL website:

Is the person in charge over 18? Yes / No

Please contact the Marketing Department of the library to review any advertising or publication you plan for this event. You may contact Bill Harmer at 734.475.8732 x218 or marketing@chelseadistrictlibrary.org.

Which venue (please circle): McKune Room Outdoor Amphitheater Outdoor Children's Garden

AV equipment is not available for outdoor use at the time.

Meeting Date: *Set Up Time: *End Time:

Program: Start Time:..... End Time:.....

***Please include set-up and clean up time. Set up time can start when the library opens and all meetings must end 3/4 hour before closing time, gate is closed 1/2 hour before the library closes.**

Rental group is responsible for set up & clean up of the McKune room, except AV equipment.*

Cultural: **Please write a paragraph or 2 on the back of this sheet to describe your program.**

Educational: **Please write a paragraph or 2 on the back of this sheet to describe your program.**

Informational: **Please write a paragraph or 2 on the back of this sheet to describe your program.**

Is the program open to the public? **Yes / No**

Do you charge for the program? **Yes / No**

Number of people expected to attend: Will you be serving refreshments? Yes / No (Please, No red colored drinks)

Groups are responsible for all supplies. Chelsea District Library does not supply any plates, cups, silverware, napkins, coffee filters, coffee, condiments, serving utensils or refreshments.

I have read and agree to the guidelines for use of the McKune Room, Outdoor Amphitheater & the Outdoor Children's Garden which are contained in the attached **Library Policy** on the use of the above meeting space. The Chelsea District Library cannot provide equipment or facilities at the time of the rental if not previously requested on this form. The Chelsea District Library is not responsible for items that are lost, stolen or damaged while on library property.

*****Please note: Due to unforeseen conditions, i.e.: snow storms, power outages, etc. the library may close. Please check our website (www.chelsea.lib.mi.us) on the day of your program or call the library to confirm that we are open.**

Signed: Date:

Check in with librarian at Youth Information desk

Please return this form and deposit at least 2 weeks before your scheduled event for Library approval. Checks will be returned by mail.

Chelsea District Library
221 S. Main Street
Chelsea, MI 48118
Attn: Terri Lancaster
734-475-8732 x207
tlancaster@chelseadistrictlibrary.org

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For Office Use Only

Security Deposit: \$100.00 Received: Returned: Cash or Check

Explanation if not returned:

Approved: Not Approved:

Cancellation due to:

McKune Host: _____ Library Contact: _____

Room is cleaned and return form to Terri: _____