



CHELSEA DISTRICT LIBRARY
BEST SMALL LIBRARY IN AMERICA

Meeting Room Rental Agreement
(Renters must live in or have a business in the CDL area)

Organization:

Name of Program:

Name of person in charge during program:

Street: Phone (Day):

Email..... Phone (Eve):

City: State: Zip:

Chelsea District Library *requires* contact information on their website for outside programs.

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

Is the person in charge over 18? Yes / No Will this program be catered? Yes / No Caterer must be met by person in charge during the program.

..... (Initial) Before approval of rental is granted, all advertising or promotions used for this event must be approved by the library. Include all advertising/promotional materials when submitting your rental agreement. Contact cberggren@chelseadistrictlibrary.org or 734-475-8732 x 211 for questions.

Venue (please circle): McKune Room Katie's Korner Reading Garden *AV is not available for outdoor use.*

Program Meeting Date: **Start Time:** **End Time:**

Set up time needed: **Clean up time needed:**

..... (Initial) Set up time can start when the library opens and all meetings must end 3/4 hour before closing time. The 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 email a paragraph to describe your program.**

Educational: **Please email a paragraph to describe your program.**

Informational: **Please email a paragraph to describe your program.**

Is the program open to the public? Yes / No

Do you charge for the program? Yes / No

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

_____ (Initial) **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, Katie's Korner & the Reading Garden which are contained in the attached **Library Policies** 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.** Programs cancelled without 24-hour notice will forfeit their deposit check. The Chelsea District Library is not responsible for items that are lost, stolen, or damaged while on library property. Person responsible for the program must schedule a walk through 1 week prior to their program.*

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

Signed: Date:

_____ please return this form and deposit 2 weeks before your scheduled event for Library approval.
Checks will be shredded here after the event or returned by mail upon request.

**Chelsea District Library
221 S. Main Street
Chelsea, MI 48118
Attn: Chris Berggren
734-475-8732 x211
Fax 734-475-6190
cberggren@chelseadistrictlibrary.org**

.....
For Office Use Only

Security Deposit: \$100.00 Received: Shredded: Cash or Check Walk Through.....

Explanation if not returned:

Approved:Not Approved: Cancellation due to:

Librarian on Duty: _____ Tech Approval: _____ Normal Procedures Waived: _____

Librarian to check that room is cleaned and return form to Chris: _____

McKune Room - AV Equipment Reservation Checklist		To be able to provide the best service possible, any group needing to reserve AV equipment MUST complete walk-through with Library staff before room reservation will be confirmed. Walk-through must be completed at least 1 week prior to reservation.
Walk-through Date		
Person in charge during program		
Person in charge understands and agrees to all reservations made on this sheet		by:
AV Equipment/setup Confirmed		by:
AV EQUIPMENT		* AV equipment is not available for outdoor use
		* Library is responsible only for AV setup/takedown
Check all that apply:	<input checked="" type="checkbox"/>	
		Description of equipment or service
AV Cart with Data Projector	<input type="checkbox"/>	usually located in the center of the room facing screen. Contains: Data projector, 2 wireless transmitters, a power amp with preset controls, a DVD/Video player --- can be used against a wall for just audio use
Projection Screen	<input type="checkbox"/>	lowers from ceiling at south end of room
SPEAKERS		
Speakers on tripod stands	<input type="checkbox"/>	2 speakers that can be mounted on stands --- best for groups larger than 20 - where sound needs to reach back of room
Built-in Ceiling Speakers	<input type="checkbox"/>	located in the ceiling through out the room - good for small groups
MICROPHONES		
Wireless mics	<input type="checkbox"/>	3 - w/ lapel clips (2 w/AV cart & 1 w/ built-in)
Wired Omnidirectional mics	<input type="checkbox"/>	2 - handheld mics w/extension cords
Portable Handheld Mic & Speaker	<input type="checkbox"/>	1 wireless lapel mic, 1 handheld - great small groups
Freestanding mic stands	<input type="checkbox"/>	2 - straight or with swing boom
Table top mic stand	<input type="checkbox"/>	1 - can hold 1 wired mic
Podium	<input type="checkbox"/>	1 - can hold 1 wired mic
OTHER AV EQUIPMENT		
Overhead Projector	<input type="checkbox"/>	place on any table facing screen
Electronic Piano	<input type="checkbox"/>	placed anywhere in room near power outlet, sm bench
Wireless Internet Access	<input type="checkbox"/>	simply connect to "Public"
OTHER NON-AV EQUIPMENT		Group is responsible for setup of any of the following equipment and for returning the McKune Room to original state
Rectangular Tables	<input type="checkbox"/>	up to 6 -- 3X6 wooden tables with lockable casters
Half-Round Tables	<input type="checkbox"/>	up to 2 -- with lockable casters
Hexagon Table	<input type="checkbox"/>	only 1 -- with lockable casters
Stacking Black chairs	<input type="checkbox"/>	up to 60 on rolling carts (20 per cart)

Metal Tripod Easel		1 - group must supply their own flip chart paper
STORAGE ROOM EQUIPMENT		Group must provide all of it's own supplies like; paper products, beverages, condiments, etc...
Coffee Urn #1		up to 42 cups
Coffee Urn # 2		18-55 cups
Mr. Coffee # 1		up to 12 cups
Mr. Coffee # 2		up to 12 cups
Hot Water Pot		up to 12 cups
Black Coffee Pump Carafe		up to 12 Cups
Built-in Dorm Refrigerator		must be emptied after use
AV Notifications		
		Library does not supply laptops
		AV Data projector has VGA or HDMI connections
		Mac users must bring their own VGA/HDMI adapters
Other Notifications		
		Group is responsible for setup/returning McKune to original state
		Library is ONLY responsible for AV setup and takedown
		Library may not be able to accommodate last minute changes
		Group and participants must abide by the Library Code of Conduct
For AV equipment questions to		Call 734-475-8732 then extension OR email
Ron Andrews, Head, Technology Services		x 223 or randrews@chelseadistrictlibrary.org
Melanie Bell, Network Administrator		x 222 or mbell@chelseadistrictlibrary.org
OTHER NOTES:		