

Agreement Between Rental Party and Summerfield-Petersburg Library Advisory Board

1. The community room is available without charge to any civic or youth organization from the City of Petersburg or Summerfield Township. Only adults can reserve the room and an adult must be present while the room is in use.
2. Reservations must be made in advance at the Summerfield-Petersburg Branch Library. All requests are honored on a first come, first served basis. The room is available daily from 6 a.m. to 11 p.m.
3. Those who rent the facility may set up the day before ONLY if the room is not in use. Please call the library to see if you can set up early. 734-279-1025.
4. **Cost:**
 - a. For **residents** of Summerfield Township and City of Petersburg, a total fee of \$125 will be collected (\$75 rental fee, \$50 refundable cleaning deposit). This must be collected within 72 hours of reserving the room and before use of the room. This should be collected in the form of one check or money order for \$125 made out to Petersburg Branch Library. The \$50 cleaning deposit will be refunded by mail within 30 days after the key is returned and the room is left as specified. See cleaning checklist.
 - b. For **non-residents, business, or meeting rental** a total fee of \$175 will be collected at the time of reserving the room (\$125 rental fee, \$50 cleaning deposit). The \$50 cleaning deposit will be refunded by mail within 30 days after the key is returned and the room is left as specified. See cleaning check list.

Other Guidelines:

1. No smoking or alcoholic beverages are permitted on the premises.
2. The Board, City of Petersburg, or Summerfield Township are not responsible for injuries or damage to any member of a party or the equipment they bring in for set-up.
3. The person renting the room whose signature appears on this form is fully responsible for any damage. If damage is found, the cleaning deposit shall be forfeited as to that portion which is necessary to repair such damage. If the cost of said repairs exceeds the deposit, damage charges will be invoiced by the Summerfield-Petersburg Library Advisory Board to the lessee and shall be paid in full no later than one month following the date on the invoice.
4. Doorways cannot be blocked.
5. Individuals using the community room, please park in the city parking lot across the street.
6. In case of a building emergency, please contact Cathi Masson, 734-277-0364. For life threatening emergencies, please call 911.

I UNDERSTAND THE RENTAL AGREEMENT AS STATED FOR COMMUNITY ROOM USE.

I AGREE TO PAY A \$50 REFUNDABLE CLEANING FEE TO BE RETURNED BY MAIL WITHIN 30 DAYS AFTER KEY IS RETURNED AND ROOM IS CLEANED AND ARRANGED AS REQUIRED.

SIGN: _____ **DATE:** _____ **PHONE:** _____

DATE OF EVENT: _____ **ESTIMATED # OF ATTENDEES:** _____

ADDRESS WHERE CHECK SHOULD BE MAILED: _____

Cleaning check list

Thank you for choosing the Summerfield-Petersburg Community room for your event. In order to keep rental costs low and we are prepared for any library programming the following day, the room must be clean before you leave. Failure to do so may result in forfeiture of your deposit.

_____ Tables and chairs need to be wiped clean and put away. Tables folded and placed against the wall, chairs folded and placed on racks. There are more chairs than rack space so please lean extra chairs against the wall by tables.

_____ Kitchen area: Counters and stovetop should be wiped clean, sinks rinsed out and drain baskets emptied. Any items brought by you should be removed from the refrigerator and freezer.

_____ Floors must be swept. Floors must be mopped if food has been served or if anything has been spilled or tracked in (craft paint, mud, etc.). Carpet and rug should be vacuumed.

_____ Thermostat: Please adjust the thermostat. In the summer months it should be set at 78, winter months it should be set at 66 when you leave. Or press "run program" on the thermostat. If using the ceiling fans please turn those off as well.

_____ Bathrooms: Please check the bathrooms and make sure they are clean and all garbage cans are emptied.

_____ Garbage: All garbage should be placed in the dumpster behind the building (out the kitchen area door). Please place a new liner in the cans.

_____ Lights: Turn off all light switches, some lights will remain on for safety.

Please lock the doors and pull on both handles when leaving.

In the storage closet next to the refrigerator and in the cabinet under the sink is where the cleaning supplies are located. Vacuum, broom, mop and extra garbage bags, toilet paper and paper towel are in the storage closet as well.

Community Room Layout and Checklist

