

**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 serve 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.
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 below.
  - 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 below.
5. Tables and chairs **must** be returned to the original layout (guide is included). Trash is to be emptied and placed in dumpster outside the back of the building. Extra trash bags are found under the sink. Floor must be swept and mopped. Carpet must be vacuumed. Cleaning supplies are in the room across from the kitchen. Tables and chairs are to be wiped down.
6. Check bathrooms – make sure they are clean and trash is empty.
7. Shut off all lights and lock doors when leaving.

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 damages. If damages are 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 city parking lot across the street.

**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:** \_\_\_\_\_