



**CHELSEA DISTRICT LIBRARY**  
BEST SMALL LIBRARY IN AMERICA

**Meeting Room Rental Agreement**

Organization: .....

Name of Program: .....

Name: ..... Phone (Day): .....

Street: ..... Phone (Eve): .....

Email.....

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

**..... (Initial) All advertising or promotions used for this event must be approved by the library before approval of rental is granted. Include all advertising/promotional materials when submitting your rental agreement. Contact [tlancaster@chelseadistrictlibrary.org](mailto:tlancaster@chelseadistrictlibrary.org) or 734-475-8732 x 207 for questions.**

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

**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 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)

\_\_\_\_\_ (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. 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](http://www.chelsea.lib.mi.us)) on the day of your program or call the library to confirm that we are open.**

Signed: ..... Date: .....

\_\_\_\_\_ 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  
Fax 734-475-6190  
tlancaster@chelseadistrictlibrary.org**



For Office Use Only

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

Explanation if not returned: .....

Approved: ..... Not Approved: ..... Cancellation due to: .....

Librarian on Duty: \_\_\_\_\_ Tech Approval: \_\_\_\_\_

Librarian to check that room is cleaned and return form to Terri: \_\_\_\_\_

**McKune Room Equipment  
Reservation Form**

Today's date \_\_\_\_\_  
 Name of Person reserving the room \_\_\_\_\_  
 Date to reserve room \_\_\_\_\_  
 Person in charge of program \_\_\_\_\_  
 Reservation confirmed \_\_\_\_\_

**AV Equipment Setup Needed:**



**Check all that apply:**

- \* AV equipment is not available for outdoor use
- \* Library is responsible for AV setup/takedown

**NOTES**

**this setup is for PowerPoint/Internet, DVD or Video presentations with sound to a group.**

**Group must provide their own laptop.**

**If using Mac, group must provide VGA adapter**

**Laptop/DVD/Video presentation**

AV Cart with Data Projector

Projection Screen

Speakers on tripod stands

Microphone options

Wireless mics

Wired mics

sits in middle of room facing screen - AV cart contains DVD/Video/CD player on board

lowers from ceiling at south end of room

2 speakers on stands at either side of screen

2 - w/ lapel clips or 1 lapel and 1 handheld mic

up to 2 handheld mics w/extension cords & stands

**Podium/Table talk/ Open format**

Podium

Table Talk

Microphone options

Wireless mics - Movable AV Cart

Wired mics - Movable AV Cart

Wireless mic - Built-In system

Wired mics - Built-in system

Table-top Mic stand

**this setup is for theatre seating facing speaker(s)**

movable to any location facing chair arrangement

Mic sits on table - select table on back

2 - w/ lapel clips or 1 lapel and 1 handheld mic - **NOTE:** requires speakers w/ stands - AV cart can be located near or behind speaker

2 - Handheld mics with extension cords - **NOTE:** must be plugged into AV Cart

1 - w/ lapel clip or handheld type mic

up to 4 mics - one in each corner of the room, or two with extensions cords in two corners of the room  
 can use wireless or wired microphone

**Wireless Internet Access**

**Wired Internet Access**

simply connect to "Public"

must have specific reason for requesting

...continue to other side...

**Other Equipment**

\*Group responsible for setup of following items and returning McKune to original state

- 3 Easels**  \*\*Group is responsible for bringing their own paper for the easels - paper will not be available
- Electronic Piano**  placed anywhere in room near power outlet
- Rectangular Tables**  up to 6
- Half-Round Tables**  up to 2
- Hexagon Table**  only 1
- Stacking Black chairs**  up to 70 on rolling carts (20 per cart)

**McKune Storage Room Equipment**

- 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
  - Built-in Dorm Refrigerator must be emptied after use
- \* Group must provide all of it's own supplies like; paper products, beverages, condiments, etc...

**AV Equipment Clarification/Confirmation**

**To be able to provide the best service possible, any group needing to reserve AV equipment MUST contact either of the staff below before room reservation will be confirmed.**

Ron Andrews, Technology Librarian x 223 or randrews@chelseadistrictlibrary.org  
 Melanie Bell, Network Administrator x 222 or mbell@chelseadistrictlibrary.org

**AV Equipment/setup Confirmed**  by: \_\_\_\_\_  
 date: \_\_\_\_\_

Staff call checklist

- Library does not supply laptops
- Library does not support thumbdrives - see above
- Mac users must bring their own VGA adapter
- Group responsible setup/returning McKune to original state
- Library is responsible for AV setup and takedown
- Library cannot accommodate last minute changes