

Chelsea District Library 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

Please contact the library to review any advertising or publication you plan for this event. You may contact marketing@chelseadistrictlibrary.org or 734-475-8732 x 216.

Which venue (please circle): McKune Room Katie's Korner Reading 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, 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) 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
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 room is cleaned and return form to Terri: _____

McKune Room Equipment Reservation Form

AV Equipment Setup Needed:



Check all that apply:

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

**Laptop/DVD/Video presentation
(circle one of the above)**

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

AV Cart with Data Projector

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

Projection Screen

lowers from ceiling at south end of room

Speakers on tripod stands

2 speakers on stands at either side of screen

Microphone options

Wireless mics

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

Wired mics

up to 2 handheld mics w/extension cords & stands

Podium/Table talk/ Open format

this setup is for theatre seating facing speaker(s)

Podium

movable to any location facing chair arrangement

Table Talk

Mic sits on table - select table on back

Microphone options

Wireless mics - Movable AV Cart

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

Wired mics - Movable AV Cart

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

Wireless mic - Built-In system

1 - w/ lapel clip or handheld type mic

Wired mics - Built-in system

up to 4 mics - one in each corner of the room, or two with extensions cords in two corners of the room

Table-top Mic stand

can use wireless or wired microphone

Wireless Internet Access

simply connect to "Public"

Wired Internet Access

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

Electronic Piano	<input type="checkbox"/>	placed anywhere in room near power outlet
Rectangular Tables	<input type="checkbox"/>	up to 6
Half-Round Tables	<input type="checkbox"/>	up to 2
Hexagon Table	<input type="checkbox"/>	only 1
Stacking Black chairs	<input type="checkbox"/>	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 its' 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

<input type="checkbox"/>	by: _____
<input type="checkbox"/>	date: _____

Staff call checklist

<input type="checkbox"/>	Library does not supply laptops
<input type="checkbox"/>	Library does not support thumb drives - see above
<input type="checkbox"/>	Mac users must bring their own VGA adapter
<input type="checkbox"/>	Group responsible setup/returning McKune to original state
<input type="checkbox"/>	Library is responsible for AV setup and takedown
<input type="checkbox"/>	Library cannot accommodate last minute changes