

**Thompson Home Public Library**  
**BASEMENT AREA RENTAL POLICY**  
**FOR GRATIOT COUNTY RESIDENTS**

**FEES:**

Non-Profit or Service Groups: No Charge/Donation (1<sup>st</sup> 4-hr. block); \$30 (subsequent 4-hr. blocks)

Private Individual Events & Governmental/School Use: \$30 (each 4-hr. block)

Businesses/For-Profit Entities: \$50 (each 4-hr. block)

Please make reservations at the Library or call 989-875-4184 for inquiries.

Reservations are not confirmed until Library staff place the event on the calendar following receipt of any applicable fee and the signing of the rental agreement by the responsible party. Non-profit or service groups must still sign the rental agreement in order for a reservation to be confirmed. The fee will be returned if cancellation is made at least two weeks prior to the event.

If damages occur during usage, the group or individual making the reservation will be responsible for repair or replacement expenses. Failure to cover said expenses will result in revocation of future use privileges and/or other enforcement/collection methods.

The basement area is available for rentals between 6:00 AM and midnight.

**SPECIAL INSTRUCTIONS:**

- If the event is not during library hours, keys will need to be picked up during regular business hours. Before departing, the outside doors shall be locked and the key placed in the book drop box at the front entrance.
- Kitchen supplies (pots, pans, dishes, silverware, etc.) are not provided.
- Tables and chairs are to be cleaned, taken down and placed in the storage closet.
- Vacuuming is not required; however, large items shall be picked up off the floor and spills shall be cleaned up.
- During winter months, renters shall be responsible for shoveling & salting the sidewalk. During regular work hours (7 AM – 3:30 PM), the City will remove the snow when accumulation is over 2". A snow shovel & ice melt are available in the janitor's closet.

**RULES:**

- Smoking or alcoholic beverages are not permitted anywhere on the library property.
- Birdseed, rice or other similar items shall not be used either inside or outside the building.
- Trash is to be bagged and placed in the kitchen area; bags are provided in the janitor closet.
- Rooms are to be left as they were found.
- Nothing is to be left in the refrigerator.
- Animals are not permitted inside the building.
- Parking or driving on sidewalks is not allowed, including during unloading and loading.
- All decorations used must be within the guidelines of the State Fire Marshall.
- No decorations shall be attached to the walls or ceilings. Table, chair & other decorations shall be removed at the end of each event.

**SEATING CAPACITY SHALL NOT EXCEED:**

- Tables and chairs – 70 persons
- Chairs only – 126 persons