

CRETE CARRIER COMMUNITY ROOM RENTAL

(150 Capacity)

REQUEST FORM

Date of Event: November 20, 2026 Times of Event: 9am - 4pm
Name: Todd Schlechte Phone #: 531-530-3010
Address: 5730 R St. Ste C-1 City State Zip: Lincoln NE 68505
Type of Event: Summer Reading Workshop
of Round Banquet Tables: 0-12 10 # of Rectangular Tables: 0-32 _____
of Chairs: 0-150 60

☒ Check if using Kitchen

☒ Check if Audio/Visual Equipment Needed

Fees:

Weekends & Holidays \$150.00/day

Weekday \$25.00/hour
\$150.00/day

Audio/Visual \$50.00

Emergency Number: 402-381-8396

Deposit:

\$350.00 Cash deposit

\$50.00 Hold date fee only (non-refundable)
with remaining \$300 due before using facility

Checklist

- ☒ Signed Contract
- ☒ Certificate of Insurance
- ☐ N/A Alcohol – requires additional contract 4 weeks in advance

All events must end by 10pm central time and the renters must clean the event space and leave by 11pm central time.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/22/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
AMERICAN FAMILY BROKERAGE, INC.
6000 American Pkwy
Madison, WI 53783

CONTACT NAME Douglas Kruce

PHONE (A/C No, Ext): (402) 423-1224 FAX (A/C No):

EMAIL ADDRESS: dkruce@amfam.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED
SOUTHEAST LIBRARY SYSTEM
5730 R STREET SUITE C1
LINCOLN, NE 68505

INSURER A: United States Liability Insurance Company 25895

INSUREB B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			NBP1567985C	07/01/2026	07/01/2027	EACH OCCURENCE \$1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$5,000
							PERSONAL & ADV INJURY
							GENERAL AGGREGATE \$2,000,000
							PRODUCTS-COMP/OP AGG
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	☒ POLICY ☐ PRO-JECT ☐ LOC						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS	☐ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB	☐ OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE \$
	DED	RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y / ☐ N	N / A				OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE-EA EMPLOYEE \$
							E.L. DISEASE-POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (See attached Acord 101 for additional liability limits)

CERTIFICATE HOLDER

Southeast Library System
5730 R St
Suite C1
Lincoln, NE 68505

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

AGENCY CUSTOMER ID: **2420**LOC #: **All****ADDITIONAL REMARKS SCHEDULE**

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AGENCY AMERICAN FAMILY BROKERAGE, INC.		INSURED SOUTHEAST LIBRARY SYSTEM 5730 R STREET SUITE C1 LINCOLN, NE 68505
POLICY NUMBER NBP1567985C		
CARRIER United States Liability Insurance Company	NAIC CODE 25895	EFFECTIVE DATE: 7/1/2026

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: **ACORD 25** FORM TITLE: **CERTIFICATE OF LIABILITY INSURANCE**

COVERAGE PART	LIMITS
Businessowners Liability	
Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000
General Aggregate	\$2,000,000

**CITY OF CRETE, NEBRASKA
EVENT CONTRACT – COMMUNITY ROOM**

This agreement is entered into between the City of Crete, Nebraska ("City") and Southeast Library System ("Lessee") upon the date of signature by both parties.

AGREEMENT:

In consideration of the mutual promises and understandings of the parties set forth below, the parties agree as follows:

- §1 Lessee shall be entitled to possess and use the Community Room and nearby restrooms ("Premises") located at 1515 Forest Avenue solely for the following event:

Event Description: Summer Reading Workshop

Event Date & Time: November 20, 2026, 9:00am to 4:00pm

Lessee may reserve the use of the kitchen facilities within the Premises for an additional fee.

Lessee shall not have exclusive use of the City's facilities and shall conduct its activities so as not to interfere with activities or business carried on by the City or any other person using the City's facilities.

- §2 Lessee shall pay a rental fee of \$25.00 per hour for the use of the Premises and shall provide a \$350.00 cash or credit security deposit. The City may require all or part of any fees, charges, or deposits to be paid at the time a reservation is made. Sales tax shall be required on all fees and charges paid to the City unless Lessee is a tax exempt entity. Such taxes shall be in addition to all amounts set forth herein.
- §3 Lessee may use the audio visual equipment that already exists in the Premises. The City shall set up and, if needed, operate the equipment for an additional charge of \$50.00 per hour.
- §4 Lessee may use the furniture that already exists in the Premises. The City shall make the requested number of tables and chairs available, and Lessee shall be responsible for setting up and arranging such furniture within the Premises.
- §5 Lessee shall be responsible for inspecting any equipment or furniture before its use and accepts any equipment it uses on an as-is basis. Equipment shall be returned in the same condition, and Lessee shall be responsible for any damage or loss to the equipment or furniture beyond reasonable wear and tear.
- §6 Lessee or their agent shall be present at the Premises at all times throughout the event. Lessee shall provide adequate and appropriate supervision of and is solely responsible for all persons invited to, participating in, or associated with the event, and Lessee further understands and acknowledges that all city facilities are under video surveillance for the protection of city property.
- §7 Lessee shall be responsible for fully cleaning the Premises after the event is over, which includes, but is not limited to, picking up and properly disposing of all garbage, wiping down all tables and chairs, removing any decorations, and vacuuming and moping the floors.
- §8 No smoking, tobacco products, paint, ink, explosive or flammable substances, or hazardous, toxic, or caustic chemicals are allowed in any of the City's facilities.
- §9 Lessee shall not dispense or allow the use or consumption of any alcoholic beverage in violation of any federal, state, or local law, rule, regulation, or policy. Alcoholic beverages of any kind are prohibited unless an Alcohol Use Rider has been executed by both parties and attached to this contract.
- §10 All personal property, including equipment, furniture, and fixtures, placed, kept, or left in the Premises shall be so done at the sole risk of Lessee. The City shall not be liable for any damage or loss caused by theft, burglary, water, fire, or any other cause occurring on or about the Premises.

- §11 All uses of city facilities and services shall comply with any space usage or rental policies adopted by the City, which shall be incorporated herein by reference, and all federal, state, and local laws, rules, and regulations. Lessee shall be responsible for enforcing all such policies, laws, rules, and regulations on its agents, employees, and attendees.
- §12 Lessee shall provide adequate accident liability insurance for the event. An adequate insurance policy shall be, at a minimum, an occurrence general liability policy in the amount of \$1,000,000 that names the City as an additional insured. A Certificate of Insurance must be submitted to the City prior to the scheduled event date.
- §13 Lessee shall be responsible for and shall indemnify and hold the City harmless from any and all claims, demands, or actions made by any person for any loss or damage sustained based upon or arising out of the negligent or willful acts or omissions of Lessee, its employees, agents, invitees, or guests. Lessee shall have no right to indemnification or contribution from the City for any judgments rendered against it.
- §14 In the event public use of the Premises is interrupted because of any act or regulation of a political entity, epidemics, natural disasters, or other cause beyond the control of either party, this contract may be suspended or terminated by either party without prior notice, and neither party shall be liable for such suspension or termination.
- §15 The City's failure to insist upon the strict performance of any provision of this contract or to exercise any right based upon breach will not constitute a waiver of any rights herein. No custom or practice of the parties which varies from a term of this contract shall be a waiver of any party's right to demand exact compliance, and no conditions or provisions of this contract can be waived unless approved by the City in writing.
- §16 This contract shall be governed by, construed according to the laws and regulations of, and subject to the jurisdiction of the State of Nebraska.
- §17 This contract and any documents incorporated herein by reference or attached hereto constitute the entire agreement of the parties, and any representations or promises not contained within shall not be binding upon the parties.
- §18 This contract shall be binding upon and inure to the benefit of the parties and their respective successors, assigns, heirs, and legal representatives.
- §19 This contract or any amendment to this contract may be signed in any number of counterparts; each of which will be considered an original, and all of which taken together will constitute one contract or amendment, as the case may be.
- §20 Each section, paragraph, clause, sentence, and word of this contract is intended to be severable. If any part of this contract or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other portions of this contract that can be given effect without the invalid part.

ACCEPTANCE PROVISIONS.

The parties acknowledge they have read and understand this contract, they agree to its provisions, and that it will be effective on the date when both parties have signed.

CITY OF CRETE	LESSEE
By: _____ (Signature of Authorized Official)	By: <u>Debora Robertson</u> (Signature)
_____ (Typed or Printed Name/Title)	<u>Debora Robertson</u> (Typed or Printed Name)
_____ (Date)	<u>July 22, 2026</u> (Date)