

PERTH EAST PUBLIC LIBRARY

Library Program Room Rental Agreement

Organization: _____

Contact Name: _____

Address: _____ Postal Code _____

City: _____

Phone Number: _____

Email: _____

The Renter agrees to abide by these terms and conditions for the rental of the Library Program Room:

1. Rental fees must be paid in full by the day of the Event.
2. Have read the Library's Room Rental Policy.
3. Attend a walkthrough of security procedures provided by staff and responsible for access/exit as instructed by staff at the time of rental.
4. Familiarize themselves with the facility and its equipment, the location of parking, entrance doors, fire exits, and emergency lighting.
5. Do not obstruct exit doors or exit signs in any manner.
6. Renter must be eighteen (18) years of age or older.
7. Rental of the program room includes the use of any appliances within the rental area available to the public, public Wi-Fi, electrical outlets and tables and chairs as available.
8. Adhere to the maximum capacity limits.
9. Set-up of the room is not provided by the Library, and is the sole responsibility of the Renter.
10. Decorations must be approved by Library staff prior to the Event. Nothing is to be affixed to walls in such a way as to damage finishes or remove paint.
11. All organizations or individuals must clearly specify their names in advertisements of the Event. The phone number of the organization or of an individual should be listed as a source of further information.
12. No gaming or games of chance, including bingo and lotteries, are permitted.
13. Return the keys to Library staff immediately at the close of the Event or as directed.
14. Remove all decorations, additional signage, etc. immediately at the close/end of the Event. Failure to do so will result in an additional rental fee charged to the Renter for one full day.
15. Renter will return the room to its original set up. An additional charge will be applied to the Renter if the facility requires extra cleaning at a cost of \$25.00 per hour per staff.
16. Renter agrees to notify Library staff of all cancellations 24 hours in advance of the Event. Rental fees less a \$25.00 administrative fee will be returned if the cancellation is made less than 24 hours in advance. The full amount will be charged if no notice of cancellation is given.
17. The Library reserves the right to cancel a booking with 30 day's notice if the space is required for a Library approved function.
18. The Library is not responsible for equipment or personal articles belonging to any group or individual using the room or attending an Event.
19. Renters are responsible for the payment of any damages to the equipment, furnishings or facility.

Program Room Rental Agreement

20. The renter agrees that in the event that any term of this Rental Agreement is breached, the Event shall be terminated immediately by Perth East Public Library staff who are hereby authorized to enter and inspect the premises at any time and to terminate the event for any breach of any condition.
21. Renter will submit proof of liability insurance naming the Township of Perth East insured with a minimum of \$2 million in coverage, specific to the Renter and applicable to the Event.
22. Renter agrees to indemnify and save harmless the Library Board in regards to all claims, costs and damages in any way arising out of the application and/or use of the facilities by the Renter, and anyone in attendance including, without limitation, damage or destruction of property, personal injury, infringement of royalty rights, defamation and public disturbance.
23. Failure to comply with of the regulations regarding the use of the Program Room may result in refusal of subsequent rental requests.
24. By signing this agreement, the Renter confirms that they will not be conducting any business or activities that are in violation of this policy, the Criminal Code of Canada (including hate propaganda laws) or the Ontario Human Rights Code.

I have read and agree to the terms outlined in the Perth East Public Library Room Rental Policy and the Program Room Rental Agreement form.

Name

Signature of Rental Applicant

Date

Use of the Program Room by an organization or individual does not constitute endorsement by the Library Board of that group/individual's beliefs or policies.

Rental Date(s) and time:

_____ Time from _____ to _____

_____ Time from _____ to _____

_____ Time from _____ to _____

_____ Time from _____ to _____

Event Information:

Intended use: _____

Guest Speakers: _____

Estimated Attendance: _____

Equipment Rentals/Use Requested:

___ LCD TV (no charge)

___ DVD Player (no charge)

___ WiFi after hours (no charge)

___ Coffee Urn (no charge)

Rental Fees

___ 2 Hour Rental \$25.00

___ 4 Hour Rental \$42.00

___ Full Day Rental \$75.00

| | | | |
|--------------------------|-----|----|-------|
| Damage Deposit Received: | Yes | No | _____ |
| Invoice Issued: | Yes | No | _____ |
| Rental Fees Received: | Yes | No | _____ |

Wall Décor Requested & Approved: Yes No