

## 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. If renters require use of the casting device for the television, they must inform library staff prior to rental date (at minimum, staff must be informed during opening hours on the last open date prior to the rental).
9. Adhere to the maximum capacity limits.
10. Set-up of the room is not provided by the Library, and is the sole responsibility of the Renter.
11. 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.
12. 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.
13. No gaming or games of chance, including bingo and lotteries, are permitted.
14. Return the keys to Library staff immediately at the close of the Event or as directed.
15. 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.
16. 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.
17. 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 more than 24 hours in advance. The full amount will be charged if no notice of cancellation is given.

18. The Library reserves the right to cancel a booking with 30 day's notice if the space is required for a Library approved function.
19. The Library is not responsible for equipment or personal articles belonging to any group or individual using the room or attending an Event.
20. Renters are responsible for the payment of any damages to the equipment, furnishings or facility.
21. 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.
22. 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.
23. 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.
24. Failure to comply with of the regulations regarding the use of the Program Room may result in refusal of subsequent rental requests.
25. 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.

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Name

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Signature of Rental Applicant

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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 _____

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**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 \$50.00

\_\_\_ Full Day Rental \$75.00

Damage Deposit Received:	Yes	No	_____
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Invoice Issued:	Yes	No	_____
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Rental Fees Received:	Yes	No	_____
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Wall Décor Requested:	Yes	No
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Wall Décor Approved:	Yes	No
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**Notes**