



# King Township Public Library Meeting Room – Rental Agreement

Organization (renter) : \_\_\_\_\_

Person in charge : \_\_\_\_\_

Telephone : (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Date(s) required : \_\_\_\_\_ to \_\_\_\_\_

Time required from : \_\_\_\_\_ to \_\_\_\_\_

Expected attendance : \_\_\_\_\_ [Meeting rooms have a capacity of 50 persons]

Description of the event : \_\_\_\_\_

Does your group/business, plan to sell any goods while in the meeting room? \_\_\_\_\_

If so, please describe the product(s) to be sold \_\_\_\_\_

**Audio Visual equipment required:** [please circle] **No charge with room rental**

Overhead projector; screen; television; DVD player; Digital projector; flip chart; easel;

Applicant/renter agrees to pay in full the cost of staffing or security personnel should they be required to provide access/supervision outside of normal library hours. The library requires three weeks notice to arrange after hours use of the meeting rooms. This cost is to be determined prior to confirmation of the room rental. All meeting facilities must be vacated by 10:30 p.m.

**FEES :** Non-Commercial : \$25.00 / 4 hours, after 4 hours an additional \$ 5.00 per hour

Commercial : \$60.00 / 4 hours, after 4 hours an additional \$10.00 per hour

Multiple Bookings for commercial groups : full rate for first date, subsequent dates 20% discount.

First date \$60.00 – subsequent dates = \$48 / booking.

***To receive the discount the renter must provide payment for all dates at the time of booking.***

**Rental Fee :** Room rate : \_\_\_\_\_

Equipment charge : \_\_\_\_\_ No charge with room rental

Security or other charges : \_\_\_\_\_

TOTAL FEE PAID : \_\_\_\_\_

**AFTER HOURS:** Rental of the program room after the Library is closed can be accommodated, but must be arranged at the time of booking the room. Staff are not authorized to allow the use of the room after-hours unless identified at the time of booking. Additional charges may be applicable if the booking requires after-hours staffing and will be calculated as it pertains to the requirements associated to the booking request.

In the event of the alarm being triggered during after-hours use of the room, the Library’s monitoring service will send a guard, contact the police and contact the Library staff. PLEASE DO NOT CALL 911 unless you are aware of an immediate emergency.

**The applicant has read and agreed to abide by the library’s regulations on the reverse side of this agreement and initialed same.**

\_\_\_\_\_  
*Applicant’s signature*

Date \_\_\_\_\_

Approved by \_\_\_\_\_

*Branch Manager*

**No booking will be confirmed until signed copies of the application form are returned with the rental fee and approved by staff.**

## Room Rental Policy

Under the authority of the Public Libraries Act, and subject to the approval of the King Township Public Library Board, the Library's meeting rooms may be rented by individual or groups.

1. Subject to the Library's needs, meeting rooms may be rented to individuals and organizations when available, at fees established and revised from time to time by the Library Board. The Library Board through its CEO will waive the rental fee for Committees of Council. The approval process and the administration of the room rental agreement are handled by the Library administration, in accordance with the policies of the Library Board.
2. Application forms are available at the libraries and may be turned in to the appropriate Branch Manager for consideration. The person renting the room must be at least 18 years of age.
3. The Library Board reserves the right to refuse an application and also to cancel any reservations at its discretion. Priority shall be given to library sponsored or co-sponsored programs.
4. The use of library facilities shall be subject to the supervision of the employees of the Board or person hired by the Board for that purpose. Any associated costs for rental outside service hours shall be charged back to the organization renting the facility.
5. All organizations or groups using the library facilities must clearly specify the official name of the group in advertisements of meetings in the library.
6. No advertising shall state or imply that the Library Board in any way sponsors or approved the activities of the renter.
7. Keys to library facilities shall not be provided to individuals or organizations renting meeting rooms.
8. The applicant/renter is responsible for any damages incurred and will be required to indemnify the King Township Public Library Board and its staff against any and all claims of every nature and kind and any cost which may arise out of or by reason of granting this application. The library accepts no responsibility for lost or stolen articles.
9. Meeting rooms rented during library hours must be vacated ten minutes prior to library closing.
10. It is the responsibility of the groups using the facilities to leave them in the same condition as found. Storage space cannot be provided on an ongoing basis.
11. Smoking or the consumption of alcohol is not permitted on library premises at any time.
12. Federal, Provincial and Municipal laws, by-laws and fire regulations must be observed at all times.
13. The Library Board or its staff may refuse or cancel the renters' use of the meeting room at any time either with/without cause, and the renter releases the Library Board and its staff from any damages or liability for losses related thereto. In the event of inclement weather or emergency situation, the Chief Executive Officer or his/her designate reserves the right to cancel a room booking when it is deemed necessary to close the facility early for both staff and public safety. Should the need for such a cancellation occur, the library will gladly refund the room rental fee or negotiate another room rental date based on availability.
14. The renter shall not canvas, sell, promote or distribute unsolicited materials outside of the meeting room. Meeting room space cannot be sublet to other groups or individuals.
15. A discount will be given to a commercial renter who books the room for multiple dates and provides payment at the time of booking (see #231 fees)
16. A room booking is any room rental of up to four (4) hours. Additional hours will be charged at a rate outlined in the fee schedule. (see #231 fees)

**I agree on behalf of my organization or group to adhere to these regulations: Applicant's initial \_\_\_\_\_**