

ROOM RENTAL AGREEMENT FORM

Terms and Conditions

- Individuals and groups using Library spaces must not violate Canadian laws including, but not limited to, the Canadian Charter of Rights and Freedoms, Ontario Human Rights Code and the Criminal Code of Canada.

Bookings

- Meeting room booking requests will be taken on a first come, first-served basis. Rooms can be reserved up to four months in advance of the event date. Individuals, organizations and other groups are allowed up to two bookings per month
- All renters must sign a Rental Agreement prior to their event. Renters must be eighteen years of age or older to sign the Rental Agreement. Once signed, the renter shall be responsible for the conduct and supervision of all persons admitted to the meeting room and shall see that all meetings are conducted in a manner consistent with the Library's Patron Code of Conduct Policy
- The Library Board may deny or cancel a meeting room booking when the Library, in consultation with legal counsel (where appropriate), reasonably believes that the proposed use is likely to or will include activities that violate provincial or federal charters or laws, this policy and/or the Library's Patron Code of Conduct Policy, or any other library policy. If the Library discovers that any prohibited activity is occurring after the event has commenced, the CEO or designate may terminate the event.
- The Library reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion.

Fees

- Meeting/Programming Room (Multi-purpose room)
Max. seating capacity: 40
Max. standing capacity: 50
\$30.00 – ½ day (up to 4 hours)
\$60.00 – full day (any time beyond a ½ day)
- Fees for meeting room rentals will be waived for community members and groups that are partnering with the Library on a collaborative program.

Meeting Room Rental Agreement

- Groups and individuals using meeting rooms for events are subject to the fees as outlined in the Community Use of Meeting Rooms Policy
- Payment or arrangement for payment must be made at the time of booking.
- Cancellations of confirmed bookings within twenty-four hours of the event will be fully reimbursed. If the cancellation is received less than twenty-four hours before the event, or a cancellation is not made, the full amount may be charged.
- Should there be a library closure due to unforeseen circumstances, such as a power outage or inclement weather; all fees will be refunded in full.

Requirements of Use

- Organizations must show proof of liability insurance. If a group or organization is unable to do so, please contact the library to discuss options.
- The renter will be held financially responsible for all damages arising from the misuse of property.
- A cleaning fee will be charged if the room is not left in the same condition in which it is found. Any damage to furnishings, equipment and/or room will be billed to the renter. The use of tape, glitter, tacks or nails are not permitted.
- The Library will not be held responsible for personal injury or damage, nor for the theft or loss of personal belongings or equipment of the renter or anyone attending on the invitation of the renter.
- All renters must comply with fire, health and safety regulations. All exits must be kept free of obstruction. Smoking, vaping, candles and other open flames are not permitted. Smudging ceremonies will activate Library fire alarm systems, and may be conducted outdoors.
- Booking, pick-up and storage of all non-library equipment used within Library meeting rooms is the sole responsibility of the renter and is subject to prior approval of the Library. The Library will not store equipment or supplies.
- In-room projectors and other equipment may be available for use by renters as outlined in the Community Use of Meeting Rooms policy. Renters must make arrangements if presentation equipment is required.
- The Library does not prepare advertising for renters, in any form. Organizations must use their own names when advertising meetings held in library facilities making it clear that the Library is not the sponsor of the event.
- Soliciting inside or outside the Library is not permitted unless prior approval is received from the Library.

Room Booking Date _____

Name of Group/Person Booking _____

Personal information is collected under the authority of the Public Libraries Act, RSO 1990. Chap P44. Section 23 Subsection 4 and Temiskaming Shores Public Library Policy Circ-#5. The information provided will be used to book a library meeting room. Temiskaming Shores Public Library is committed to protecting the privacy of personal information in its keeping, within the access and privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA).

I _____ have read and personally accept the terms and conditions for use of the meeting room. I am eighteen (18) yrs of age or older.

Signature _____

Date _____

Library Staff Signature: _____ **Date:** _____