



## Facility Rental Agreement for Vermilion Public Library

Contact Name \_\_\_\_\_ Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Province \_\_\_\_\_ Postal Code \_\_\_\_\_ E-mail \_\_\_\_\_

Area to be Booked  Meeting Room  Lower Level

Purpose of booking:  Host a meeting  Private Event  Public Event  Course or Class  
 Other (Describe) \_\_\_\_\_

Requirements:  Projector  Speakers  Seating for more than 32 people  
 Lectern  Whiteboard Markers  Apple TV

Vermilion Public Library Facility Rental Fees		
Item	Rate	Notes
Library Meeting Room Library Lower Level	NO CHARGE \$25/hour	- Meeting room can be booked for 1 hour, otherwise it is first come first served - Rate includes GST and reaches a maximum of \$125 per day
After Hours Key	\$20 Deposit	- Required for after hours bookings. Deposit returned next business day.

Date(s) of Booking	Time of Booking	Costs if any (as per fees)
1. _____	From _____ To: _____	_____
2. _____	From _____ To: _____	_____
3. _____	From _____ To: _____	_____
4. _____	From _____ To: _____	_____

**Booking Fees** \_\_\_\_\_  
**Key Deposit** \_\_\_\_\_  
**Total Fees** \_\_\_\_\_



## Facility Rental Terms and Conditions

1. Renter must pay all fees prior to using the facility, bookings will not be reserved until paid in full
2. For all after-hours bookings a key deposit is required. The renter must pick up and sign for an after-hours key in person at the library during operating hours. A \$20 deposit for the key will be collected from the renter.
3. Renter must pay for all damages as a result of their booking at the facility
4. The library is not responsible for any theft or damage to the renter's property in the facility
5. If any alterations or special services are required they must be arranged in advance at the renter's expense
6. The facility is not to be used for dormitory purposes
7. Canceled bookings require 3 days notice. If less than 3 days notice are given the renter will be charged \$25
8. The maximum occupancy of 90 people is not to be exceeded
9. The following items will not be permitted in the facility: i) Use of candles or any open flame devices, ii) Tacks, nails, staples or tape on the walls, iii) Messy decorations such as but not limited to confetti or hay bales
10. This is a tobacco and smoke-free facility, all tobacco products are prohibited (ie. chew, cigars, vaporizers)

## General Clean-up and Lock-up Guidelines

- All garbage and cardboard must be removed to outside dumpsters
- Remainder of any food items, recycled bottled/cans must be removed from facility
- All tables and chairs must be returned to former clean state (cleaning products under sink)
- Any spills occurring during the booking should be immediately cleaned up using the dry mop or wet mop as provided in the janitor's closet.
- All basement lights must be turned off at the end of the booking
- All after hours entrances must be locked at the end of the booking

I, the undersigned, as the renter have read, fully understand and agree to comply with all of the above. Any questions I may have regarding the booking have been explained to my satisfaction. I agree to take full responsibility for the group that I am representing, according to these regulations and guidelines.

Renter (Print) \_\_\_\_\_

Renter (Signature) \_\_\_\_\_

Date \_\_\_\_\_