



## Rental Agreement

Please complete this form, sign and return a copy to Vermilion Public Library by email [info@vplibrary.ca](mailto:info@vplibrary.ca) or by mail 5001 49 Ave Vermilion, AB. T9X1B8.

Representative Name

Organization Name

Phone Number

Email Address

Street Address

Describe your booking

Approx. # of Attendees

Special Requirements

Projector  
Apple TV

PA system  
Chromecast

Seating for >32 people  
Whiteboard Markers

<b>Vermilion Public Library Fee Schedule</b>		
Library Basement	\$25 per hour	To a maximum of \$125 per day (includes GST)
After Hours Key	\$20 deposit	Separate cheque preferred. Key is required for all facility bookings beyond our business hours: Mon 12-5pm, Tues-Thurs 10-7pm, Fri-Sat 10-5pm

Date(s) Required	Time of Booking		Fees @ 25/hr
1.	From:	To:	\$
2.	From:	To:	\$
3.	From:	To:	\$
4.	From:	To:	\$
			<b>Key Deposit</b>
			<b>Total Fees Due</b>

I, the representative of the organization, agree to meet the terms and conditions of this contract (see page 2) and agree to indemnify and save harmless the Vermilion Public Library and all its staff and officers from and against all claims, losses, costs, damages, suits or proceedings arising out of the use of the facility rented.

Representative Signature:

Date:

Library Representative:

Date:

## Facility Rental Terms and Conditions

1. The representative/organization must pay all fees prior to use of 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. The representative/organization must pay for any damage caused because of their booking at the facility
4. The Vermilion Public Library is not responsible for any theft or damage to the representative/organization'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, food items, and recyclable material must be removed from facility to the outside dumpsters in the parking lot
- All tables and chairs must be returned to former clean state (cleaning products are under sink)
- Any spills should be immediately cleaned up using the dry mop or wet mop as provided in the janitor's closet.
- Basement lights must be turned off after you leave
- After hours entrances must be locked at the end of the booking