

Meeting Room/Equipment

Rental Agreement

Name of renter (organization): _____

Name of contact: _____

Address: _____

Phone: _____ Email: _____

Dates required _____

Time start: _____ Time end: _____

Number of people expected to attend _____ (Room capacity maximum 70)

Type of activity: _____

Business, Government and Individuals

(Circle Applicable)

Non-Profit Groups

1-4 hours: \$60 Regular bookings: \$30

1-4 hours: \$30 Regular bookings: \$10

4+ hours: \$80 Regular bookings: \$40

4+ hours: \$45 Regular bookings: \$20

Regular bookings are defined as at least four within six months

Equipment Needed (Circle applicable):

- Digital projector/screen: \$25 (\$100 refundable deposit if used off-site)
- Screen: \$10

Total due: _____ (payment accepted by cash, cheque, or debit)

The Castlegar & District Public Library Board endorses and upholds the Canadian Federation of Library Associations' Statement on Intellectual Freedom and Libraries and the British Columbia Library Association's Statement on Intellectual Freedom. The Board does not necessarily support the views of individuals and organizations using our meeting room.

The undersigned has read and agree to be bound to the **Rental Agreement Terms and Conditions (back of form)** and has the authority to sign on behalf of the organization.

Signature

Date

Collection of Personal Information

The personal information collected on this form is done under the authority of BC's Freedom of Information and Protection of Privacy Act [s. 26] and the BC Library Act, for the purpose of providing library services. We will only use your personal information for the purpose of identification and contact regarding room and equipment rentals. Questions about collection and use of personal information? Contact director@castlegarlibrary.com

Rental Agreement Terms and Conditions



Library Meeting Room – Rental Agreement Terms and Conditions

The Library meeting room is available for use on a rental basis. Library activities will take priority over all other bookings. The organization renting the space is responsible for set-up, clean-up and ensuring all people and materials are removed from the Library before closing hours.

A. Renter's Responsibility

1. The renter shall:

- a) Obtain liability insurance against claims for bodily injury, death or property damage arising out of the use of the premises by the Renter in the amount not less than two million dollars during the Term of this Agreement naming the Castlegar & District Public Library as an additional insured. The renter shall provide the Library with a certificate of insurance upon execution of this agreement.
- b) Pay the full cost of the rental at least 72 hours in advance of the rental date, by cash, cheque, or debit.
- c) Pay the Library, on demand, the total cost of any damage to the premises or extra charges resulting from the use of the premises by the renter or any person permitted by the renter to enter the meeting room.
- d) Not construct, erect or attach any fixtures to the floor, ceiling or walls of the premises or alter the premises in any way whatsoever without first obtaining the written consent of the Library and, if such consent is obtained, then the work shall be done only in strict accordance with such consent.
- e) Maintain the meeting room in a neat and tidy condition.
- f) Not advertise the event as endorsed by the Library.
- g) During the period of occupancy, ensure that all persons using the meeting room do so in an orderly manner and do not breach any Library policy, municipal bylaw, Canadian laws, including the Criminal Code and the BC Human Rights Code.
- h) Release the Library from any responsibility or liability whatsoever that might arise out of the Library failing to provide the premises or any services to the premises under the terms of this agreement.
- i) Adhere to the BC Liquor Control and Licensing Act and provide proof of approvals and/or certificates from other agencies such as *Serving it Right Certificate*, *Food Safe Certificate* and *Special Occasion License* will be required, where applicable.
- j) Comply with all applicable regulations respecting fire safety and other matters, and shall be responsible for the conduct of all persons on the premises during the period covered by the facility contract.
- k) Be responsible for any applicable licensing or royalties when playing music or videos.
- l) Confine any sales activities to the meeting room and not solicit Library patrons.

2. The renter agrees to notify the Library of any condition that may render the premises or equipment unsafe for use, and if the Library is unable to correct the condition, then the Library has the right to cancel the use of the premises until the condition is corrected.

3. Should an alarm response be required due to error or negligence by the renter, the renter will be billed for any costs incurred by the Library.

4. In the event of cancellation by a renter, the full rental charge will be applicable if less than 72 hours notice has been given, unless the room is then booked by another renter.

B. Clean-up

1. All tables and chairs must be cleaned and stored.
2. All items that the renter brought in must be removed from the meeting room.

C. Capacity

1. The Occupancy Load is limited to 70 people.