

Facility / Room Rental Agreement at the North Grenville Public Library

P.O. Box 538, 1 Water Street, Kemptville, ON K0G 1J0

613-258-4711 (phone) 613-258-4134 (fax)

info@ngpl.ca

LAST REVIEWED JUNE 2022

Contact name	
Address	
Telephone	
E-mail address	
Organization name (if applicable)	
Use of room	
Date and time range requested	
Room requested (Tallman or Carnegie*)	
Special requirements (e.g. projector + screen)	

*Carnegie Room is available for exam invigilation only as of June 2022, until otherwise indicated.

Please put "X" beside the user group you fall under.

Local clubs/organizations (service clubs, minor sports, local charities)	
Non-Profit organizations (school boards, health unit, police, social services etc.)	
Exam Invigilation (include institution under "Organization name" above)	
Tutoring for Profit (as opposed to volunteer tutoring)	
Other for-profit businesses	

Are you a North Grenville resident? (Yes or No) _____

Is your meeting or event open to the public? (Yes or No) _____

The undersigned has read and on behalf of the Lessee agrees to be bound by this Application and the Terms and Conditions as set out in the NGPL Facility Rental document, and hereby warrants and represents that he/she executes this Agreement on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

Signature or confirmation via email: _____

Date: _____ Date and time have been confirmed by staff (initial): _____

The above information will be used to produce an invoice/receipt if applicable, with the rental details and amount owing, to be paid by cash or cheque before or upon use of the room. The invoice/receipt can be submitted ahead of time upon request.