

## Facility/ Room Rental Form

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

613-258-4711

[info@ngpl.ca](mailto:info@ngpl.ca)

<b>Contact name:</b>			
<b>Organization name:</b> (if applicable)			
<b>Address:</b>			
<b>E-mail address:</b>		<b>Telephone:</b>	
<b>Date requested:</b>		<b>Time requested:</b>	
<b>Room requested:</b>	<input type="checkbox"/> Tallman Room (up to 60 people)	<input type="checkbox"/> Quiet Study Room (up to 6 people)	
<b>Furnishings required?</b> (for Tallman bookings only)	<input type="checkbox"/> Tables Quantity: _____	<input type="checkbox"/> Chairs Quantity: _____	
<b>Insurance:</b> (see below description)	<input type="checkbox"/> I have my own insurance and will provide a copy with this rental form (please attach)	<input type="checkbox"/> I require insurance (an additional fee will apply)	

**Insurance:** Anyone renting space at the Library is required to carry General Liability Insurance. This coverage is for the protection of the facility renter, the Municipality of North Grenville, the North Grenville Public Library, and all those participating in the use of the facility during the rental.

You will be required to produce a liability insurance certificate in the amount of \$5,000,000 per occurrence, including full participant coverage and naming North Grenville and North Grenville Public Library as additional insured.

If you cannot produce the required certificate, an insurance fee of \$10 will be charged in addition to your rental fees.

**Room Set-up and clean-up is the renter's responsibility.**

Please check-in at the customer service desk when you arrive.



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 following pages, and hereby warrants and represents that he/she/they execute this Agreement on behalf of the Licensee and has sufficient power, authority, and capacity to bind the Licensee with his/her/their signature.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STAFF USE ONLY:**

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

Payment required: \_\_\_\_\_

Payment Received:

Cash:                       Debit/ credit:                       Cheque:

Date: \_\_\_\_\_                      Cheque No.: \_\_\_\_\_

### **Terms and Conditions for Paid Rentals**

- 1) These Terms and Conditions are subject to the interpretation and authority of the Library CEO, hereafter referred to as the CEO, or his/her/their delegate.
- 2) Application for use of either room must be made on the NGPL Facility Rental Agreement form. This can be filled out over the phone where an online option is not possible. The person renting the facility must be 18 years of age or older and assumes responsibility for the facility reservation and actions of their guests, hereafter referred to as the Lessee.
- 3) The Lessee or his/her/their delegate must be present at the function at all times. The Lessee is legally and financially responsible for any loss or damage of property, including damage to the facility, that may be incurred, as well as the good conduct and sobriety of the persons attending the event.
- 4) Reservations may be confirmed with as much advance notification as possible and shall be on a first-come first-served basis. All tentative bookings will be held for one week only.
- 5) A damage/security deposit of up to \$50.00 may be required for a facility rental, at the discretion of the CEO. Rentals can be paid prior to or on the day of the event, by cash, cheque, debit/credit or e-transfer. Post-dated cheques are not accepted.
- 6) In the event that damage to the facility or its equipment should exceed the assigned damage/security deposit, additional charges may be assessed by the CEO.
- 7) The Municipality shall furnish light and electricity, reasonable temperature control, and janitorial services incidental to ordinary building usage.
- 8) Lessee and their guests may only use those facilities or equipment specifically designated on the Rental Agreement form.
- 9) Set-up and take-down is the responsibility of the Lessee but will be supported by staff, in particular as concerns specialized library equipment. The rooms must be put back in the original set-up.
- 10) Storage facilities are not available for Lessee's use. Items may not be left after the facility rental period without the expressed written permission of the CEO.
- 11) The facility should be left in the condition that it was found. Trash should be left in areas designated by facility staff. If, after an activity, additional janitorial maintenance is required (other than the normal cleaning process), the Lessee will be charged accordingly. This assessment is at the sole discretion of the Municipality.
- 12) No alcohol is allowed in either room. There may be very limited exceptions where a Special Occasion Permit may be allowed, with the approval of the CEO, Library Board and Municipal Council (required for "events of municipal significance").
- 13) Smoking is prohibited in all Municipal facilities.
- 14) No catering is allowed in the Carnegie Room and no kitchen facilities are available. Catering is allowed in the Tallman Room.
- 15) Unlicensed lottery activities are not permitted in Municipal facilities.
- 16) Election-related use of the rooms must follow library and municipal elections policies.
- 17) Groups composed of ages eleven and under are required to be supervised by one adult for every ten children at all times while they are using the facility. Groups composed of ages twelve through seventeen may be required to be supervised by two adults for each fifteen youth at all times while using the facility, at the discretion of the CEO.
- 18) The Municipality of North Grenville and the North Grenville Public Library are not responsible for any loss or damage to property owned by the Lessee or event attendees.

- 19) Facility User Group Insurance is required either by purchase from the Library or by providing a rider from the insurance company naming the Municipality of North Grenville and the North Grenville Public Library.
- 20) Commercial General Liability Insurance may be required for events with significant risk, as deemed necessary by the CEO.
- 21) Library chairs, tables or other equipment are available for use only within the building areas except with the written permission of the CEO.
- 22) Any decorating, covering, or changes to the facility should be discussed at the time of the rental application and put in writing as a part of the agreement. The use of highly adhesive tape, nails, staples, screws, etc. on walls, tables or other equipment/ facility is not permitted. Masking and lightweight tape, if used, must be removed following the event.
- 23) Placement and arrangement of equipment or property owned, borrowed, or rented by the Lessee requires written approval of the CEO and should be defined, whenever possible, as a part of the Rental Agreement.
- 24) All exits must be kept clear from obstruction at all times.
- 25) All equipment, merchandise and/ or supplies delivered by or for the Lessee to the facility shall remain solely at the risk of the Lessee. The Library shall not be responsible for the care or safekeeping thereof or any damages thereto by any cause whatsoever, unless otherwise expressly provided for in writing by the Library.
- 26) Facilities must be vacated no later than the time stipulated on the application. Additional fees will apply for failure to comply.
- 27) No animals are permitted in Municipal facilities (exempting service animals), except as provided for as part of a special authorized program and having written permission of the CEO.
- 28) Library and Municipal Staff shall have the right to enter all rooms, at all times, during rental occupancy.
- 29) The Lessee and their guests shall comply with all applicable Municipal by-laws as well as Provincial and Federal laws and regulations and any specific use regulations.
- 30) The North Grenville Public Library may at any time cancel a rental agreement/ function where:
  - a. The Lessee fails to control unruly behaviour during an event;
  - b. The Lessee or their guests interfere with Library services;
  - c. The facility is required for Municipal purposes;
  - d. The rental was obtained by misrepresentation or transferred without authority;
  - e. For a period that the condition of the grounds, building, or equipment is judged unacceptable by the Library or its agents;
  - f. The facility required technical or emergency repairs which cannot be performed at any other time; or
  - g. Unforeseen circumstances arise.
- 31) In the event of contravention of the Rental Agreement or these Terms and Conditions by a Lessee or their guests, the North Grenville Public Library may revoke the Rental Agreement forthwith or may refuse to allow subsequent requests to use the facilities by the Lessee. Any and all actions taken in regard to violations shall not be appealable and there shall be no refund of monies paid to the Library for rental and use of the facilities including forfeiture of the damage/ security deposit.