



Program Room Rental Agreement Form

Booking Type: ☐ Community Group/ Not for Profit (\$35/session)
☐ Private Function (\$80/session)
☐ Library Partnership

Rental Rates:

Fees are assessed per session of use. One session equals up to four hours or approximately morning, afternoon or evening. Any portion of a session used will be charged the full session rate. Please account for your set up and clean up time.

Renter's Information:

Contact Name: _____

Group or Organization if applicable: _____

Mailing Address: _____

P.O. Box: _____ City: _____ Prov: _____ Postal Code: _____

Phone number: _____

Email: _____

Room Information:

Date: _____ Hours: _____ to _____

Date: _____ Hours: _____ to _____

General purpose of room use and estimate # of people in attendance: _____

Details: please indicate if you will require use of any of the items listed below. All set-up and clean-up are the responsibility of the group using the Program Room.

Projector: ☐ Laptop: ☐ Podium: ☐ Projector screen: ☐ Television: ☐ White board: ☐

Number of tables: _____

Number of chairs: _____

Total Due: _____ Date Paid: _____ Staff initials: _____

Terms and Conditions: *please initial each term to confirm your agreement.*

- Any use of the Program Room shall be subject to all applicable laws and by-laws. _____
- The [Library Code of Conduct](#) must be adhered to at all times. _____
- Permission to use the Program Room does not signify that the Deep River Library Board endorses the policies or beliefs of those using the Room. _____
- All organizations must clearly specify their own name in advertisements of meetings or displays held in the Library. _____

5. Renters will not canvas, sell, promote or distribute unsolicited materials outside of the Program Room. _____
6. Renting library space for partisan events, election or campaign activities is not permitted. _____
7. Uses that disturb regular library functions may not be scheduled. Noise levels should not interfere with regular library operations. _____
8. Library staff must have free access to facilities at all times and may audit an event to ensure compliance with Library policies and the terms of the use agreement. _____
9. The person responsible for renting the Room must be at least 18 years of age. Activities involving young persons must be supervised at all times by a responsible adult. _____
10. The Program Room space cannot be sublet to other groups or individuals. _____
11. Groups using the Program Room are responsible for any damages incurred and shall be required to indemnify the Deep River Public Library against any and all claims of every nature and kind, the costs of which may arise out of or by reason of granting this application. _____
 - a. The Deep River Public Library CEO reserves the right to require comprehensive general liability insurance coverage, at the contract holder's expense, for any event held at the Deep River Public Library. _____
 - b. The Deep River Public Library recommends that all renters / event organizers understand their exposure to risk / liability associated with their event and consider comprehensive general liability coverage for their meeting room rental. _____
12. During art shows, the program room is under video surveillance. Audio is not recorded. Video surveillance records are restricted to authorized staff members and the Deep River Police. Details are available in our Video Surveillance policy – OP15. _____
13. All artwork must remain on the walls and cannot be moved. Renters are responsible for damage. _____
14. The Library accepts no responsibility for lost or stolen articles. _____
15. All set-up and clean-up are the responsibility of the groups using the Program Room. The room is to be left in the condition in which it was found, otherwise clean-up costs will be invoiced to the organization concerned. _____
16. When meetings operate outside of Library hours, renters must arrange for a key and shall ensure that:
 - a. Fire safety requirements are followed; _____
 - b. The lights are turned off, windows closed, and all doors are left securely locked; _____
 - c. Activation of the Library's security system is completed; and _____
 - d. All events must conclude by 11:00pm. _____
17. Kitchen facilities are available in the Program Room but are restricted to the serving of light refreshments such as coffee, juice, etc. Any requests for more extensive catering must be cleared in advance by the Library staff. _____
18. Smoking or vaping is not permitted in any part of the building nor within 20m of an entrance/exit. _____
19. No alcoholic beverages may be dispensed or consumed on Library property except by special permission from the Library and the Liquor License Board of Ontario. _____
20. Maximum number of persons allowed in the Program Room is 120. _____
21. The Library reserves the right to refuse or cancel any booking. _____
22. Cancellations within 48 hours prior to the booking will be charged a fee. _____

The undersigned has read and agrees to abide by the regulations of the room rental listed above.

Signature of renter: _____ Date: _____