



Meeting Room Rental Agreement

Terms and Conditions

Individuals and groups using Library spaces must not violate Canadian laws including, but not limited to, the Canadian Charter of Rights and Freedoms, Ontario Human Rights Code and the Criminal Code of Canada.

Bookings

- a. No booking will be confirmed until the signed Meeting Room Rental Agreement is submitted to staff in person or to library@carletonplace.ca, has received approval from the library CEO or designate, and all payment and insurance documentation is received.
- b. The Carleton Place Public Library Board reserves the right to accept or refuse a reservation or cancel any booking at their discretion.
- c. Contract holders must provide the Library two (2) business days' notice in writing, before the day of the event to cancel or request a modification to their rental contract. Refunds will not be granted once the notification period has expired.

Fees

Per hour	Liability Insurance (if required)	Proctored Exams
\$25.00 (includes HST)	\$3.00/hr \$25.00/1-2 day event \$50.00/3-5 day event	\$20.00 + shipping fees

Requirements of Use

- a. The applicant is responsible for any damages that occur to the room or facilities while in their use.
- b. The Carleton Place Public Library Board accepts no responsibility for lost, damaged or stolen articles.
- c. All organizations must clearly specify their name in advertisements of meetings or events held in the Library.
- d. No alcoholic beverages may be dispensed or consumed on Library property.
- e. No smoking or vaping is permitted on Library premises.
- f. No nuts or food containing nuts are permitted on Library property.
- g. Groups using the rooms are responsible for setting up, and leaving the rooms as they found them. Library staff are not available to assist with setup or cleanup. If the rooms are left unacceptable an additional \$25.00 will be charged.
- h. Federal, provincial and municipal laws, by-laws and fire regulations are to be observed at all times.
- i. A certificate of insurance for 2 million dollars liability naming the Corporation of the Town of Carleton Place and the Carleton Place Public Library as additional insured must be provided for any room rental. If the group is not insured, liability insurance may be purchased at the amounts listed above.



Meeting Room Rental Agreement

Room Booking Date(s) and Time:	
Name of Group/Person Booking: (include organization name, if applicable)	
Telephone:	
Address (including postal code):	
Email:	
Purpose for which room will be used:	

I _____ have read and personally accept the terms and conditions for use of the meeting room, including OP-04 Meeting Room Usage Policy. I am eighteen (18) years of age or older.

Signature: _____

Date: _____

Personal information is collected under the authority of the Public Libraries Act, RSO 1990. Carleton Place Public Library is committed to protecting the privacy of personal information in its keeping, within the access and privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act and the Personal Information Protection and Electronic Documents Act.

Staff Use Only

Proof of Insurance attached OR Insurance in the amount of \$_____ purchased

Insurance Administration Record completed []

Amount paid for rental (incl. insurance fees): _____ Date: _____

Staff Signature: _____ Date: _____

CEO (or designate) approval: _____