



## 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](mailto:library@carletonplace.ca) and all payment and insurance documentation is received.
- b. The Carleton Place Public Library (CPPL) Board reserves the right to accept or refuse a reservation or cancel any booking at their discretion.

### Fees

Per Hour	Liability Insurance (if required)	Proctored Exams
<u>Weekdays</u> 9:30am to 5:00pm: \$10.00 5:00pm to 8:00pm: \$25.00 <u>Saturdays</u> : \$25.00 All rates include HST	\$3.00/hr \$25.00/1-2 day event \$50.00/3-5 day event	\$20.00 + shipping fees

**\*\* Rental fees apply for the duration of the booking, including setup and takedown time.\*\***

### Requirements of Use

Please see the library's Meeting Room Usage Policy for a full list of requirements.

- a. The applicant is responsible for any damages that occur to the room or facilities while in their use.
- b. The CPPL 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. Groups using the rooms are responsible for setting up and leaving the rooms as they found them. If the rooms are left unacceptable an additional \$25.00 will be charged.
- g. Federal, provincial and municipal laws, by-laws and fire regulations are to be observed at all times.
- h. A certificate of insurance for 5 million dollars liability naming the Corporation of the Town of Carleton Place and the CPPL 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

<b>Room Booking Date(s):</b>		
<b>Room setup will begin at (time):</b>		
<b>The event(s) begins at (time):</b>		<b>Event ends at (time):</b>
<b>Total Time Required (setup + event time):</b>		
<b>Name of Group/Person Booking:</b> (include org. name if possible)		
<b>Telephone:</b>		
<b>Email:</b>		
<b>Address and postal code:</b>		
<b>Purpose for which room will be used:</b>		

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. CPPL 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 (MFIPPA) and the Personal Information Protection and Electronic Documents Act (PIPEDA).

### 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 Approval: