

## Room Rental Information Sheet

The Orangeville Public Library has two rooms available for use by individuals and community groups for educational, informational, or cultural meetings and programs. Room rental is available during library open hours of operation.

**Location** – Both rooms are available at Mill St. library, 1 Mill St., Orangeville ON L9W 2M2

**Accessibility** – Both rooms are located on the lower level of Mill St. library which is serviced by an elevator. Accessible washrooms are available on this floor.

### Booking Guidelines:

- Reservations are accepted on a first-come, first-serve basis, no more than 90 days in advance.
- The rooms are available for use only during open hours of operation
- The room rental agreement form must be completed and signed a minimum of 72 hours in advance of the event. Some exceptions may apply.
- Applications will be considered for both occasional and periodic use if such use does not restrict the freedom of the library in planning and scheduling its own activities.
- Payment is accepted in cash, debit, or cheque and is due prior to the date/time of rental, unless other arrangements have been made at the time of booking. Rental fees are non-refundable and subject to change. NSF and/or returned cheques are subject to a \$10 administration fee.
- Bookings can be made in person or online at [www.orangevillelibrary.ca](http://www.orangevillelibrary.ca)

### Room Details:

Meeting Room		Board Room	
Occupancy	Up to 60 (theatre style) Up to 40 (tables and chairs)	Occupancy	Up to 12
Availability	Mon to Fri – 10 a.m. to 6 p.m. Saturday – 10 a.m. to 5 p.m. Sunday – 12 p.m. to 4 p.m.	Availability	Mon to Fri – 10 a.m. to 6 p.m. Saturday – 10 a.m. to 5 p.m. Sunday – 12 p.m. to 4 p.m.
Cost Per Hour (plus HST)	\$40 \$20 (not-for-profit rate)	Cost Per Hour (plus HST)	\$30 \$15 (not-for-profit rate)
Parking	Free street parking up to 2 hrs or Green P municipal lots available off Armstrong St. and Little York St.	Parking	Free street parking up to 2 hrs or Green P municipal lots available off Armstrong St. and Little York St.
Included Resources	chairs (40); tables (8); podium and mic; projector and screen (requires HDMI port to connect; not compatible with tablets) Library Wi-Fi	Included Resources	chairs (12); table (1); digital screen (requires HDMI port to connect; not compatible with tablets) Library Wi-Fi

## Room Rental Application Form & Agreement

Rental Request:

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Meeting Room

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Boardroom

<b>Date Requested:</b>			
<b>Time Requested:</b>			
<b>Organization:</b>			
<b>Contact Name:</b>			
<b>Phone:</b>		<b>Email:</b>	
<b>Number of Attendees:</b>			
<b>Describe purpose of rental:</b>			
This person is the renter and authorized officer. This person must be on the library premise during the meeting/event. If not, they must authorize an alternate and complete the information below:			
<b>Alternate Contact:</b>			
<b>Phone:</b>		<b>Email:</b>	
<b>Total Rental Cost:</b>		<b>Payment Date:</b>	

### Room Rental Agreement - Terms & Conditions

The following terms and conditions apply to all room rentals:

1. Set up and clean up are the renter's responsibility and must be completed during the rental period.
2. The renter is responsible for arranging furnishings (tables and chairs) according to their requirements and returning the room to its original configuration. Failure to do so may result in additional fees for which the renter will be held responsible.
3. Food and non-alcoholic beverages may be served. Food orders, deliveries and payment are the sole responsibility of the renter. Catered events may be arranged by the renter with prior consent of the Library CEO.

4. Rental advertising is allowed on the library's community events board under the following conditions:
  - 4.1 **Approval:** Must be approved by the CEO or designate.
  - 4.2 **Poster Size:** Maximum size is 8.5 x 11 inches.
  - 4.3 **Content Disclaimer:** Must include the statement, "Please note this is not an Orangeville Public Library Program/Event."
  - 4.4 **Logo Use:** The library's logo is only permitted with express written consent, and publicity must not imply library sponsorship or advocacy.
5. A minimum of 48-hour notice is necessary for cancellation of a booking, or a refund will not be possible, and the rental fee will be charged.
6. The Orangeville Public Library reserves the right to cancel a confirmed reservation if the space is required for a Library or Town event (including elections) or if the booking cannot proceed due to weather or other emergencies/natural disasters. If we cancel, you will receive a full refund. We will notify you as soon as possible and make reasonable efforts to offer an alternate date.
7. Users under 21 years of age must have the room rental agreement signed by a sponsoring adult, who must be present for the meeting and accept responsibility for the minor participants, and any damage done to the room.
8. Renter and renter's guests must abide by the [Rules of Conduct and Rzone Policy](#).
9. The meeting room must be left in proper order with all paper, trash, etc. disposed of in trash receptacles. A clean-up fee will be charged if warranted, as assessed by the Library CEO.
10. The renter is responsible for all damage to the facilities and/or contents and fixtures. All damage must be reported to library staff immediately. Renter is expected to cover the cost of all repairs, replacement and extra cleaning required as a result of the rental
11. It is understood the Orangeville Public Library is in no way responsible for any personal injuries, property damage, lost or stolen items or other liabilities that may be incurred during use of their facility. Renter and their guests agree to release indemnity and hold the Orangeville Public Library harmless of any such damages.
12. Granting permission to use library meeting rooms does not constitute an endorsement by the library of any individual group or its beliefs/practices.
13. Use of lighted candles, open flames, and catalytic burners is strictly prohibited.
14. The Orangeville Public Library supports a scent-free environment. Invitations, advertisements, and promotional material created and/or published by the renter are requested to include the statement: **The Orangeville Public Library supports a scent-free environment. Please refrain from using scented products on library property.**
15. Library staff shall have access to all spaces at all times and may attend free of charge any event or meeting held on Library premises for the purposes of auditing or reviewing compliance with Library policies and relevant guidelines.
16. The renter shall confine all activities, equipment, and promotional materials to within the room. On the day of the event, notices or flyers announcing the renter's event, or use of the room, may be placed on the door of the room.
17. The room walls shall be kept free of materials. Renters may not post, tack, tape, or otherwise affix anything to the walls.
18. The library does not supply technical support for the equipment supplied by the library or the renter. Renters are responsible for ensuring the space they rent has sufficient technology for their needs.
19. Renter and guests must leave the premises on time and prior to the closing of the library. Failure to do so may result in additional fees for which the renter will be held responsible.

I have read and agree to the Room Rental Agreement - Terms & Conditions

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Signature: \_\_\_\_\_