

## Room Rental Application Form & Agreement

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

1. Meeting Room, located on the lower level of the Mill St. Library located at 1 Mill Street.
2. Boardroom, located on the lower level of the Mill St. Library located at 1 Mill Street.

**Accessibility** - The meeting rooms are fully accessible, and a lift is available. Accessible public washroom available on this floor.

**Room Details** - Room rental rates and capacities are detailed in the chart below:

Room	Size	Capacity		Cost Per Hour	
	Square Feet	Theatre Style	Tables and Chairs	Non-Profit	Commercial
Meeting Room	892	60	40	\$ 15.00	\$ 40.00
Boardroom	285		12	\$ 10.00	\$ 25.00

Meeting Room is equipped with podium, microphone, screen, and projector. A raised stage of approximately 132 sq. ft is in the room.

**Rental Request:**

Meeting Room

Boardroom

<b>Date/Time Required:</b>					
<b>Organization:</b>					
<b>Contact Name:</b>					
<b>Phone:</b>		<b>Email:</b>			
<b>Number of Attendees:</b>					
<b>Comments:</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>Rental Cost:</b>		<b>Payment Date:</b>			

**Additional Equipment Desired, If Available:**

\*Please note that technical support is not available for either library or renter’s equipment.

- LCD projector, screen & remote       Podium/lectern & cordless microphone
- Internet access (USB Ethernet)       Flipchart easel (paper/markers not provided)

**Room Rental Agreement - Terms & Conditions**

The Orangeville Public Library will rent rooms only to individuals or groups who comply with the room rental policy and this agreement.

This Agreement between  (hereinafter referred to as **renter**) and the Orangeville Public Library (hereinafter referred to as **library**) defines the terms and conditions for all room rentals.

**The following terms and conditions apply to all room rentals:**

1. Reservations are accepted on a first come, first-serve basis, no more than 90 days in advance.
2. The rooms are available for use only during open hours of operation. Set up and clean-up are the renter’s responsibility and must be completed during the rental period.
3. The room rental agreement form must be completed and signed a minimum of 72 hours in advance of the event. Some exceptions may apply.
4. Payment for the room rentals is accepted in cash, cheque or by debit, and are due prior to the date/time of rental, unless other arrangements have been made with the Administrative Assistant. Rental fees are non-refundable and subject to change.
5. NSF and/or returned cheques are subject to a \$25 administration fee.
6. 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.
7. A minimum of forty-eight (48) hour notice is necessary for cancellation of a booking, or a refund will not be possible, and the rental fee will be charged. To cancel a room reservation, call 519-941-0610, extension 5221 or [infolibrary@orangeville.ca](mailto:infolibrary@orangeville.ca)
8. An event reservation, though confirmed, may be cancelled by the library due to the booking of a library/Town of Orangeville event, elections, weather, and natural disasters. A full refund will be made in such circumstances.
9. Users under twenty-one 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.
10. 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.
11. Renter and renter’s guests must abide by the Rzone Policy.
12. 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.
13. 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.

14. It is understood, the Orangeville Public Library is in no way responsible for any personal injuries, property damages, 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.
15. Granting permission to use library meeting room does not constitute an endorsement by the library of any individual group or its beliefs/practices.
16. Food and non-alcoholic beverages may be served in the meeting room. Limited access to kitchen sink may be available if requested at time of booking. 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.
17. Alcoholic beverages and smoking are strictly prohibited.
18. Use of lighted candles, open flames, and catalytic burners is strictly prohibited.
19. The Orangeville Public Library supports a scent-free environment. Invitations, advertisement, and promotional material created and/or published by renter of events are requested to include the statement: **The Orangeville Public Library supports a scent-free environment. Please refrain from use of scented products on library property.**
20. The library reserves the right to have a member of its staff present at each scheduled event.
21. 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 users' event, or use of the room, may be placed on the door of the room.
22. The room walls shall be kept free of materials. Users may not post, tack, tape, or otherwise affix anything to the walls.
23. The library does not supply technical support for the equipment supplied by the library or the renter.
24. Messages and phone calls cannot be relayed by library staff to people attending meetings, except in emergencies.
25. 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.

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

Signature: \_\_\_\_\_  
(Representative's Name)

## Appendix 1

## Fire procedures for renters

### **Upon discovery of fire**

Leave fire area immediately.

Turn off or unplug any equipment (coffee maker, LCD projector, etc.). Close doors.

Sound fire alarm.

Gather your group and leave building via the closest exit.

### **Upon hearing fire alarm**

Gather your group.

Turn off or unplug any equipment (coffee maker, LCD projector, etc.). Close the doors as you leave the meeting room.

Exit the building via the closest exit.

If you encounter smoke, use an alternate exit.

Upon leaving the building, keep your group together and gather at the assembly area noted below. At the assembly area, report to the library person in charge of the status of your group. Remain in the assembly area until given an all clear by the library person in charge.

1. Mill Street assembly area: Parking lot across from the Mill Street entrance (behind Moguls in M'Ocean).

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