



## Facilities Rental Use Contract

The Belleville Public Library Board promotes the use of our meeting facilities by non-profit, educational, political or civic groups, and commercial organizations, and for social activities.

[Please print clearly]

**Name of Group:** \_\_\_\_\_

**Name and Title of Person Accepting Responsibility on behalf of the Group:**

\_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Room requested:** \_\_\_\_\_

**Date of Use Requested:** \_\_\_\_\_

**Purpose of Use:** \_\_\_\_\_

**Time** [including setup and takedown]: **Setup:** \_\_\_\_\_ **Start** \_\_\_\_\_ **Finish** \_\_\_\_\_

**Room rental fee \$** \_\_\_\_\_ **Equipment / extra fees \$** \_\_\_\_\_

**HST \$** \_\_\_\_\_ **= Total \$** \_\_\_\_\_

**Please note:**

- Invoices will be made available on the day of rental where possible.
- Payment is due within 30 days of the rental, and can be made in person using cash, debit, credit card or cheque / money order.
- We are not able to accept credit card payments over the phone. Payments by mail must be in the form of a cheque or money order.
- A fee of 50% of rental cost may be charged for cancellations made less than five (5) business days prior to rental date.
- The full rental cost must be paid in cases of cancellations made less than 24 hours prior to rental date / time.

**By signing this contract it is understood and agreed between the renter and the Belleville Public Library Board that the renter has read the Rental Use Policy and will follow the conditions therein.**

\_\_\_\_\_  
**Signature of Person Accepting Responsibility**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Library CEO or Designate**

\_\_\_\_\_  
**Date**

**Rental Rates:** Rates are dependent upon the space requested, the type and the time of use. Each space is shown with a daily rate applicable for personal or commercial use.

Non-profit groups are invoiced at 50% of the rate if they are not charging admission for their event. If a non-profit group is charging admission for their event, they will be invoiced at 75% of the room rental rate.

The daily rate is reduced by 50% for rentals that end before 1 p.m., or start after 1 p.m.

Generally room rentals are not booked for times when the Library or Gallery are closed. If you are interested in renting a room beyond the normal operating hours of the Library or Gallery, please inquire as to rates and availability.

<u>Space</u>	<u>Daily Rate</u>
Entire third floor	\$850
Meeting Room	\$300
Gallery 1	\$300
Gallery 2	\$250
Gallery 3	\$250
Betty Colden Board Room	\$100
Computer Instruction Lab	\$200

*Freedom of Information – Personal information required on Library forms is for statistical or registration purposes only. Such information is collected under the authority of the Ontario Public Libraries Act, R.S.O. 1990 and will be used to facilitate the daily activities of the Library. Questions about the collection of this information should be directed to the CEO, 254 Pinnacle Street, Belleville ON K8N 3B1.*

**Facilities Available / Requested:** The Library / Gallery includes the following rental spaces:

**Third Floor:**

\_\_\_\_\_ Meeting Room: installed projection screen and white board; room darkening blinds; **24' x 38.5'**; capacity – Standing **170**; Non-fixed seats **75**; Non-fixed seats & tables **60**

\_\_\_\_\_ Art Gallery: Contact Susan Holland, Curator, ext. 2239 for information on Gallery rentals

**Second Floor:**

\_\_\_\_\_ Board Room: installed projection screen; large board table and 24 chairs; **23' x 23'**

\_\_\_\_\_ Computer Instruction Lab: 6 PC computers (Windows 7, Microsoft Office 2010), 1 teaching laptop with projector and screen. Seats max **7**

**Extras:** The following is available when booking a room. Indicate beside each item requested.

\_\_\_ Use of servery with fridge and microwave. A **\$50 charge** will be applied to rental.

\_\_\_ Use of grand piano. A **\$25 per hour, to a maximum of \$100** will be applied to rental.

\_\_\_ Use of sound system (speakers, lapel + hand mic). A **\$25 charge** will be applied to rental.

\_\_\_ Use of laptop, and / or \_\_\_ LCD projector. A **\$25 charge** will be applied to rental.

**The following are available free of charge: indicate if requested.**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> folding tables (rectangular or round) | <input type="checkbox"/> stacking chairs | <input type="checkbox"/> projection screen |
| <input type="checkbox"/> 24" TV/monitor                        | <input type="checkbox"/> DVD player      | <input type="checkbox"/> easel             |
| <input type="checkbox"/> PC speakers                           | <input type="checkbox"/> PC Webcam       |  |
| <input type="checkbox"/> podium                                | <input type="checkbox"/> flip chart      |  |

**Please indicate if you plan to serve:**

- Alcoholic beverages [Copy of the Special Occasion permit must be supplied and displayed at event.]  
 Light refreshments     Meal  
 Initial if event includes gambling and include copy of permit

**Facilities Rental Use Policy**

Please read the following and speak to a staff member if you have questions: 613-968-6731 x 2239.

The Belleville Public Library Board promotes the use of the library / gallery meeting facilities by non-profit educational, political or civic groups, and commercial organizations, and for social activities. Use of the meeting facilities by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada, and the Ontario Human Rights Code. The licensee agrees to follow all laws and regulations as well as Library policy.

**Important:** The Library in no way agrees to assist in the promotion of the licensee event and does not guarantee that posters or advertising for the event will be posted on Library premises. All community event posters and bulletins are subject to the Library's Promotional Display and Posting of Community Notices Policy. Licensees are permitted to post directional signage and small posters on the Library's lobby easel display board on the day of the rental event. Other signage and displays such as floor banners, tables, or sandwich boards are not permitted. The Library reserves the right to remove any display items that contravene Board Policy.

The licensee agrees to compensate the Library Board for any loss or damages to the facility or other property of the Library Board caused by, or resulting from, the Licensee's use. The licensee releases the Library Board from any liability for any damages which may occur to the property or person of the licensee arising out of its use of the meeting room and agrees to indemnify and save harmless the Library Board from any liability, however caused, for personal injury or property damages occurring to any person arising out of the licensee's use of the meeting room.

A facility rental request form must be completed and submitted by all users. An advance deposit of 50% of the rental fee, a minimum of two weeks in advance of the rental, may be requested. Use of any equipment and kitchen facilities must be requested at the time of application for meeting facilities. The use of alcoholic beverages must be indicated at the time of booking, a permit obtained by the renter and a copy supplied with the contract. The original permit must be displayed at the time of the event. Non-alcoholic beverages and refreshments may be served if arrangements are made at the time of contract. Cancellations require five (5) business days' notice, or the deposit is not refundable. An invoice will be issued following the rental for the balance of costs. Immediate payment is required.

The facilities shall be used only on the date(s) / hours requested on the contract, and for the purposes stated on the contract. Room capacity is determined by the Ontario Fire Protection and Prevention Act, 1997 O. Reg. 388/97. Number of persons shall not exceed maximum capacity. The room shall be left in a neat and orderly condition with all litter and rubbish disposed of in the receptacles provided.

Games of chance or gambling, in any form, shall be strictly forbidden, unless the necessary permits are obtained, in compliance with all appropriate regulations.

**Assistance with this form or alternate formats available upon request.**