

### 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.

**Name of Group (licensee):** \_\_\_\_\_

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

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

**Telephone No.:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**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**

*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 at the address above.*

### 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 rate is reduced by 50% for rentals that end before 12:00 p.m. or start after 5:00 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 overtime rates and availability.
- Bookings for rental space at the Library or Gallery are subject to availability and will be approved at the sole discretion of the Library Board or Library Administration. We generally do not rent space for large social gatherings such as wedding receptions.

<b><u>Space</u></b>	<b><u>Daily Rate</u></b>
Entire third floor	\$850
Meeting Room	\$320
Gallery 1	\$300
Gallery 2	\$250
Gallery 3	\$250
Betty Colden Board Room	\$120
Outside Courtyard	Contact Library for rates and availability.

**There is a \$25 minimum charge for all rentals.**

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

- Meeting Room: installed projection screen and white board; room darkening blinds; **24' x 38.5'**; capacity – Standing **100**; Non-fixed seats **75**; Non-fixed seats & tables **60**
- Art Gallery: Contact Library for information on capacity.
- Board Room: projection screen; large board table and up to 16 chairs; **23' x 23'**
- Outside courtyard: Contact Library for rates and availability.

**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 – **\$25 per hour, to a maximum of \$100**, will be applied to rental.
- Use of sound system (speakers, microphones). 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.**

- stacking chairs     projection screen     easel     24" TV/monitor
- DVD player     PC speakers     PC Webcam     podium
- rectangular tables     round tables     flip chart

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

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

**Please read the following carefully:**

- 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 payment by phone.
- Payments by mail must be in the form of a cheque or money order.
- Online invoice payments can be made at <https://belleville.ca/>. Invoice number required.
- In the case of cancellations made less than five (5) days prior to rental date, there will be an administrative fee of \$25.00 charged for bookings of the Board Room, and / or an administrative fee of \$50 charged for bookings of any other rooms.
- If you re-schedule a booking less than five (5) days prior to the original rental date, then cancel the new booking for any reason, you will be charged the administrative fee.
- In the case of cancellations made less than 24 hours prior to rental date / time, you will be charged for the full cost of the rental including any equipment or overtime costs.
- If you have booked an after-hours (overtime) rental, and cancel less than five (5) days prior to the rental date, you will be charged overtime fees and the administrative fee.

**Facilities Rental Use Policy**

Please read the following and speak to a staff member if you have questions: 613-968-6731 x 2024, or email [rentals@bellevillelibrary.ca](mailto:rentals@bellevillelibrary.ca).

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. 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.

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. If damages are incurred during the rental, or there is behaviour that is in contravention of the Library Board rules of conduct, the licensee will be responsible for the cost of the damages and may be issued a trespass order preventing future entry to Library Board property, or criminal charges.

The licensee releases the Library Board and its Trustees, volunteers and employees, and the Corporation of the City of Belleville from any liability for any damages which may occur to the property or person of the licensee arising out of its use of rooms and agrees to indemnify and save harmless the Library Board and the Corporation of the City of Belleville from any liability, however caused, for personal injury or property damages occurring to any person arising out of the licensee's use of a room or any space on Library Board property.

A complete and signed Facilities Rental Use Contract must be submitted by all users prior to the rental. 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. Cancellations made with less than 5 days notice of the booking will result in fees (see above).

An invoice will be issued up to 2 days prior to the rental. Payment is preferred on the date of rental but can be paid within 30 days after the rental. Failure to pay the invoice on time may result in prohibition from renting space in future.

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, posted in each room. The room shall be left in a neat and orderly condition with all litter and rubbish disposed of in the receptacles provided.

**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.

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

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

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

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

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

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

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

**Revised 26 March 2024**