

# Room Rental Agreement & Invoice

Please visit [www.brockvillelibrary.ca](http://www.brockvillelibrary.ca) for meeting room descriptions and rates.



# BROCKVILLE PUBLIC LIBRARY

PO Box 100, 23 Buell St,  
Brockville ON K6V 5T7

613.342.3936 613.342.9598 (fax)  
cindy@brockvillelibrary.ca  
[www.brockvillelibrary.ca](http://www.brockvillelibrary.ca)

Buell St Room: \_\_\_\_\_

George St Room: \_\_\_\_\_

Date Required: \_\_\_\_\_

Time Required: \_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Furnishings required \_\_\_\_\_

Equipment \_\_\_\_\_  
Please complete an Equipment Rental Agreement & Invoice form.

Equipment staff assistance required \_\_\_\_\_

**Room Set-up and clean-up is the renter's responsibility.**

Please read and initial the **The Room Code of Use | Respect for Community Space | Responsibility for Use** on the reverse.

Thank you ...

HOURS OF ACCESS : MEETING ROOMS	
Monday .....	9 am to 12:45 pm
Tuesday and Wednesday and Thursday .....	9 am to 7:45 pm
Friday .....	9 am to 4:45 pm
Saturday .....	10 am to 4:45 pm
Sunday .....	1 pm to 4:45 pm

### RENTER CONTACT INFORMATION

NAME OF ORGANIZATION : \_\_\_\_\_

CONTACT NAME : \_\_\_\_\_

POSITION: \_\_\_\_\_

MAILING/BUSINESS ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

### INVOICE TOTAL

BPL accepts cash, cheques, debit.  
Please make cheques payable to  
Brockville Public Library.

Room fee

Equipment fee

Staffing fee

Other

**TOTAL**

I, the authorized renter, have read and initialed the reverse **Room Code of Use | Respect for Community Space | Responsibility for Use** and agree to comply with all requirements of this agreement:

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

Date: \_\_\_\_\_

Please check-in at the customer service desk when you arrive.  
Thank you for reserving your Library's community space!

### Library Administration

Date paid : \_\_\_\_\_

Receipt # : \_\_\_\_\_

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

*please see the other side...*

1. The Library retains the right to monitor all events conducted on Library premises to ensure compliance with Library policy. The full Facility Policy: Meeting Rooms 12 – 2 applies to all room use.
2. Note that the Library’s Code of Conduct | Respect for Others | Responsibility for Actions policy also applies to everyone using the meeting spaces. See Facility 12 – 1.
3. Brockville Public Library does not endorse the policies and beliefs of groups or individuals that use Library spaces.
4. All required information will be completed on the Room Rental Agreement & Invoice form. Payment of the rental fee will be made no later than 5 business days before the event in order to secure the booking. Unpaid reservations will be cancelled by the Library. Payment may be made by cash, cheque, or debit. NSF charges will be applied to returned cheques.
5. The Room Rental Agreement & Invoice form must be signed by an adult (individual or representative of an organization) who is 19 years of age or older. The person signing the form is legally and financially responsible for any loss or damage of property, including damage to the facility and excessive clean-up costs.
6. A primary contact must be named on the Agreement form and must be present during the entire meeting.
7. Reservations may not be transferred/assigned to another individual or group.
8. Changes to a reservation must be requested at least 48 business hours in advance of the rental time. Cancellations within 48 business hours prior to the scheduled rental time will result in forfeiture of the room rental fee.
9. The Library reserves the right to cancel any reservation due to unforeseen circumstances or to relocate a scheduled rental. In the event of a Library building or weather-related emergency the Library will cancel a reservation. See Facility 12 – 9.
10. Meetings/events/programs that are not suitable for the Library’s physical facilities will not be approved.
11. Room capacity limits will be honored.
12. Exit doors will be kept free from obstruction.
13. Set-up and cleanup is the responsibility of the renter. Time needed for this must be included within the paid reservation time slot.
14. Anyone who does not leave the Library promptly at the end of the reserved time and/or at closing will be charged per hour or a minimum fee past the booked time. See Appendix B.
15. Library approval will be obtained before hanging items or decorations on the wall.
16. Storage space between repeat bookings is not available.
17. Non-alcoholic refreshments and food may be served in the meeting rooms.
18. The kitchen area must be left in a clean and orderly condition. Excessive garbage removal will result in an additional fee.
19. Smoking is not permitted in the Library. People smoking outside must remain 9 metres away from the Library entrances and exits.
20. Candles, incense, open flame and other hazardous materials are prohibited.
21. Room attendees may not leave children under 10 years of age unattended in the Library. Facility Policy 12 – 7.
22. Minors under the age of 18 must be under the direct and constant supervision of the primary contact and/or the individual signing the rental agreement.
23. Selling of goods and services as part of the event must be pre-approved by the CEO.
24. Soliciting library customers outside of the designated room is prohibited.
25. Promotional material for non-library events must include a contact person and telephone number other than the Library.
26. In accordance with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code, any member of the public who wishes to attend a public event must be allowed to do so.
27. Groups must comply with the Accessibility for Ontarians with Disabilities Act and are responsible for providing qualified interpreters and/or auxiliary aids, upon request, for their programs.

**Initials of authorized renter :** \_\_\_\_\_