

Meeting Room Rental Application Form

Library Administration Centre, 10350 University Dr, Surrey, BC V3T 4B8
Phone: 604 598-7300 Fax: 604 598-7310 www.surreylibraries.ca

| | | | |
|---|--------------|-------------|--|
| Date(s) and Time(s) Required: | | | LIBRARY BRANCHES: (PLEASE CHECK) <input type="checkbox"/> City Centre <input type="checkbox"/> Cloverdale <input type="checkbox"/> Fleetwood <input type="checkbox"/> Guildford <input type="checkbox"/> Newton <input type="checkbox"/> Ocean Park <input type="checkbox"/> Semiahmoo <input type="checkbox"/> Strawberry Hill |
| Name of Organization: | | | |
| Full Address & Postal Code: | | | |
| <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Commercial <input type="checkbox"/> Government Agency <i>Not for Profit is defined as a charitable and/or community organization.</i> | | | |
| Contact Name: | | | |
| Email: | | | |
| Phone: | Cell: | Fax: | |

Please briefly describe your activity (meeting, seminar, etc.)

Special Requests (extra costs apply): Overhead Projector - ☐ Flip Chart - ☐ TV/VCR - ☐ TV/DVD - ☐

Meeting Room Rules:

- When not in use by Surrey Public Library, the Library's meeting room may be booked by community organizations. Meeting rooms are available only during Library open hours.
- The Library may refuse permission if the meeting room usage is not in accordance with Library policies and Library Facilities Regulation By-Law No. 13804.
- Permission to use the rooms does not imply the Library's endorsement of the users, their beliefs or their activities.
- Activities that result in more than normal wear and tear, cause disruption or are a safety hazard, will not be permitted. If meeting rooms are not left in their original condition, a cleaning charge may be administered.
- The Library reserves the right to revoke meeting room privileges at any time.
- A cancellation charge of 50% of the rental fee will be made for bookings cancelled within 7 days of the rental date. The full rental rate will be charged for bookings cancelled within 24 hours of the rental date.
- For further information, review the Library's Policy Manual at www.surreylibraries.ca. Click on 'About Us'.

Waiver and Indemnity – please read carefully

(This indemnity requires the applicant to investigate, defend and pay for claims.)

In consideration of acceptance of being permitted to use the above requested meeting room, I agree to indemnify the Surrey Public Library, their respective agents, officials, servants and representatives from and against all claims, actions, costs and expenses and demands in respect to death, injury, loss or damage to person or property, howsoever caused, arising out of or notwithstanding that the same may have been contributed to or occasioned by the negligence of the said bodies, or any of the agents, officials, servant or representative.

ACKNOWLEDGEMENT

I (We) have read the above. I (We) understand that in receiving permission to use the above requested room(s), according to the above stated rules, I am (we are) assuming the risks associated with doing so.

Signature: _____

Date: _____

Name Authorized Signatory: _____