



1 Mill Street, Orangeville ON L9W 2M2  
Tel: 519-941-0610 ext. 5221 Fax: 519-941-4698  
TTY: 519-942-0517 www.orangeville.library.on.ca

## Room Rental Application Form

Please complete all information requested below. PRINT clearly.

<b>Date:</b> _____				<b>Staff initials:</b> _____																				
<b>Room:</b> <b>Meeting Room (Lower Level Mill Street)</b> _____ <b>Program Room (3<sup>rd</sup> Floor Mill Street)</b> _____				<b>Organization Type:</b>  <b>Not-for-Profit</b> _____ <b>Commercial</b> _____																				
<b>Date(s) and Time(s) of Rental:</b> * Maximum 90 days in advance  <b>DD / MM / YYYY</b> <b>START</b> <b>END</b>  <b>DD / MM / YYYY</b> <b>START</b> <b>END</b>  <b>DD / MM / YYYY</b> <b>START</b> <b>END</b>				<b>Payment Date:</b> <b>DD / MM / YYYY</b>  <b>Cheque</b>  <b>Cash</b>  <b>Debit</b>  <b>Staff initials:</b> _____																				
<b>Name of Organization:</b> _____																								
<b>Contact Name:</b> _____																								
This person is considered to be the Renter and the Authorized Officer. This person must be on the Library premises during the meeting/event. If not, they must authorize an alternate and complete Alternate Contact information below.																								
<b>Phone:</b> _____			<b>E-mail:</b> _____																					
<b>Alternate Contact:</b> _____																								
<b>Phone:</b> _____			<b>E-mail:</b> _____																					
<table border="1"><thead><tr><th rowspan="2">Room</th><th colspan="2">Cost per Hour</th><th colspan="2">Daily Maximum</th></tr><tr><th>Non-Profit</th><th>Commercial</th><th>Non-Profit</th><th>Commercial</th></tr></thead><tbody><tr><td>Meeting Room</td><td>\$15.00</td><td>\$40.00</td><td>\$50.00</td><td>\$250.00</td></tr><tr><td>Program Room</td><td>\$10.00</td><td>\$25.00</td><td>\$40.00</td><td>\$150.00</td></tr></tbody></table>					Room	Cost per Hour		Daily Maximum		Non-Profit	Commercial	Non-Profit	Commercial	Meeting Room	\$15.00	\$40.00	\$50.00	\$250.00	Program Room	\$10.00	\$25.00	\$40.00	\$150.00	<b>Total \$</b> _____ <b>Deposit \$</b> _____ <b>Balance \$</b> _____
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<b>Notes:</b> _____ _____ _____ _____																								
<b>Mailing Address:</b> _____																								

<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div>			
<b>Estimated Number of Attendees:</b>			
<b>Cancelled</b>	<b>48 hrs cancellation notice?</b>	<b>Yes</b>	<b>No</b>
<b>Room vacated on time and returned to original configuration?</b> <b>Yes</b> <b>No</b> If No, provide details: _____ _____ _____			
Fee: \$ _____		Staff initials: _____	
<b>Date of cancellation:</b> DD / MM / YYYY  <b>Name of person cancelling:</b> _____  <b>Reason for cancellation:</b> _____		<b>Staff initials:</b> _____	

## DESCRIPTION

The Orangeville Public Library offers two rooms for rent in Orangeville:

1. Meeting Room, located on the lower level of the Mill St. Library located at 1 Mill Street
2. Program Room, located on the 3<sup>rd</sup> level of the Mill St. Library located at 1 Mill Street

All reservations are contingent upon acceptance of, and agreement to the terms and conditions as stated in the Meeting Room Rental Agreement.

## ACCESSIBILITY

The Orangeville Public Library and its rooms for rent are fully accessible. An elevator is available for use; and public washrooms are available.

## ROOM DETAILS

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

#	Room	Branch	Size	Capacity # of people		Cost per Hour		Daily Maximum	
			Square Feet	Theater Style	Tables & Chairs	Non-Profit	Commercial	Non-Profit	Commercial
1	Meeting Room*	Mill Street	660**	70	40	\$15.00	\$40.00	\$50.00	\$250.00
2	Program Room	Mill Street	200	20	12	\$10.00	\$25.00	\$40.00	\$150.00
Notes:									
* Room is equipped with podium, microphone, screen and projector.									
** Size does not include the stage. A raised stage of approximately 132 sq. ft. is located in the room.									

## **FIRE PLAN** (see attached Appendix 1)

### **ADDITIONAL EQUIPMENT DESIRED, IF AVAILABLE:**

\*Please note that technical support is not available for either Library or Renter's equipment.

- |   |   |
|---|---|
| <input type="checkbox"/> LCD projector, screen & remote       | <input type="checkbox"/> Internet access                                |
| <input type="checkbox"/> Podium/lectern & cordless microphone | <input type="checkbox"/> Flipchart easel (paper & markers NOT provided) |
|   | <input type="checkbox"/> Television, DVD, VCR player/ remote            |

## **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 are 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 as long as such use does not restrict the freedom of the Library in planning and scheduling its own activities.
7. A minimum of forty-eight (48) hours 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.
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 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 Library's Code of Conduct.
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 Chief Librarian.

13. The Renter is responsible for any and 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 facilities 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 Chief Librarian.
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. Cork rails are available in some rooms. Please provide your own push pins.
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)

**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).