






KING TOWNSHIP PUBLIC LIBRARY ROOM RENTAL AGREEMENT

Submit completed form in person or send to info@kinglibrary.ca

PAYMENT & COI REC'D
Date:
Approved By:

ORGANIZATION:		CONTACT NAME:	
ADDRESS:			
PHONE NUMBER:		EMAIL:	
ROOM LOCATION:	DATE & TIME REQUIRED:	NUMBER OF ATTENDEES: <input style="width: 40px; height: 20px;" type="text"/>	
<input type="checkbox"/> KING CITY <input type="checkbox"/> NOBLETON <input type="checkbox"/> SCHOMBERG	DATE: _____ START: _____ END: _____ IS THIS A RECURRING BOOKING? <input type="checkbox"/> NO <input type="checkbox"/> YES IF YES, PLEASE LIST OTHER DATES/TIMES: _____	Meeting room capacity must not be exceeded. A maximum of 10 parking spots per room booking.	
1. WILL YOUR GROUP/BUSINESS SELL ANY GOODS WHILE IN THE MEETING ROOM? <input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, please provide details below) Please note the sale of goods cannot take place outside of meeting room			
2. WILL THE BOOKING BE OPEN TO AND ADVERTISED TO THE PUBLIC? <input type="checkbox"/> NO <input type="checkbox"/> YES Please note any means of advertising or soliciting attention from the public for your booking is not permitted on any Library premises unless granted through prior written approval by the KTPL CEO.			
3. WILL YOU BE PHOTOGRAPHING/FILMING OR PERMITTING PHOTOGRAPHY/FILMING DURING YOUR BOOKING? <input type="checkbox"/> NO <input type="checkbox"/> YES Please note photography or filming of library staff and users on library property must not be conducted without approval.			
4. DO YOU PLAN TO MAKE USE OF THE TABLES AND CHAIRS IN THE ROOM? <input type="checkbox"/> NO <input type="checkbox"/> YES Please note you are responsible for the set up and take down within the booked times.			
5. WILL YOU BE UTILIZING A/V EQUIPMENT? <input type="checkbox"/> NO <input type="checkbox"/> YES Please note staff are not available to assist with technology issues.			
FEE SUMMARY		RATE/HR.	TOTAL HOURS
RENTER TYPE:			
<input type="checkbox"/> REGISTERED COMMUNITY ORGANIZATION/CHARITY		\$20/hr.	
<input type="checkbox"/> PRIVATE/BUSINESS/PERSONAL, ETC.		\$30/hr.	
<input type="checkbox"/> CEO APPROVED ONLY/AFFILIATED COMMUNITY GROUP			
OTHER FEES (Please list):			
CANCELLATION REFUND GUIDELINES: 14+ days' cancellation notice – 100% Refund 7 – 13 days' cancellation notice – 50% Refund Less than 7 days' cancellation notice – No Refund		TOTAL DUE: \$	

KING CITY LIBRARY		
	Capacity: 50 (standing) Chairs available: 25 Folding tables available: 7	Room Features: <i>Kitchenette with sink and mini fridge; TV monitor with DVD player; Speakers; HDMI cables and extension cords; Flip chart easel available upon request (markers not included).</i>
NOBLETON LIBRARY		
	Capacity: 50 (standing) Chairs available: 27 Folding tables available: 9	Room Features: <i>Kitchenette with sink and mini fridge; TV monitor with DVD player; Speakers; HDMI cables and extension cords; Flip chart easel available upon request (markers not included).</i>
SCHOMBERG LIBRARY		
	Capacity: 50 (standing) Chairs available: 40 Folding tables available: 8	Room Features: <i>TV monitor with DVD player; Speakers; HDMI cables and extension cords; Flip chart easel available upon request (markers not included).</i>

KTPL Room Rental - Terms and Conditions

Under the authority of the *Public Libraries Act*, and subject to the approval of the King Township Public Library Board, the Library's meeting rooms may be rented by individuals or groups.

1. Library use of the meeting room is prioritized and is mainly used for meetings. For party rentals, please refer to King.ca. The approval process is handled by library administrations, in accordance with the policies of the Library Board.
2. Renters must obtain their own liability insurance for any event, providing a Certificate of Insurance (COI) naming the KTPL and the Township of King as co-insured in the amount of two million dollars. The booking is only finalized when full payment is made, and proof of insurance is provided. Low-cost liability insurance can be obtained by visiting <https://king.instantriskcoverage.com/login>
3. The person responsible for renting the room must be at least 18 years of age.
4. At the discretion of and with prior approval of the CEO, a room rental may continue after the library closes operations. Renters are responsible for ensuring entrance/exit used is secure upon leaving. Keys to the library facilities will not be provided to individuals or organizations renting library meeting rooms. The room booking includes the use of tables and chairs and the room must be returned to its state prior to rental, i.e., chairs are returned to storage. Rentals not approved to continue after operation schedule must be vacated ten minutes prior to the library closing. Meeting room space cannot be sublet to other groups or individuals.
5. The library will not post promotional materials associated with rentals. The renter will not canvas, sell, promote, or distribute unsolicited materials **outside** of the meeting room.
6. Smoking, vaping, or the consumption of alcohol is not permitted on library premises at any time. Federal, Provincial and Municipal laws, by-laws and fire regulations must be observed at all times.
7. Full payment and a Certificate of Insurance (COI) must be provided at the time of booking. All bookings must be made at least one week in advance to allow for the confirmation process. Cheques will not be accepted
8. The Library Board or its staff may refuse or cancel the renters' use of the meeting room at any time either with/without cause, and the renter releases the Library Board and its staff from any damages or liability for losses related thereto. In the event of inclement weather, unforeseen mechanical or facility issues, or an emergency, the CEO, or their designate reserves the right to cancel a room booking when it is deemed necessary to close the facility or meeting room for both staff and public safety. Should the need for such a cancellation occur, the library will fully refund the room rental fee or negotiate another room rental date based on availability.

I agree on behalf of my organization/group to adhere to the Terms & Conditions:

Applicant Name (Please Print):

Date:

Applicant Signature:

