



**APPENDIX A  
KING TOWNSHIP PUBLIC LIBRARY  
MEETING ROOM RENTAL AGREEMENT**

ORGANIZATION:	CONTACT NAME:
ADDRESS:	
CELL PHONE #:	HOME PHONE #:
DATE(S) REQUIRED	TIME REQUIRED STARTING: _____ ENDING: _____
BRANCH:	Branch Program Room (max. occ. 50) King City Lower-level Study Room 1 (max. occ. 8)
EXPECTED ATTENDANCE:  (MEETING ROOM CAPACITY MUST NOT BE EXCEEDED)	DOES YOUR GROUP/BUSINESS PLAN TO SELL ANY GOODS WHILE IN THE MEETING ROOM?      NO:  YES: _____ DETAILS: _____
EVENT TYPE (check box)  <div style="text-align: center;">           For Profit / Business, Personal, Private, Government            Approved Community Group or Registered Charity (by CEO approval)            Township Department, Library Partner, Committee of Council         </div>	

<b>THE APPLICANT HAS READ AND AGREED TO KTPL ROOM RENTAL TERMS &amp; CONDITIONS (initial here): _____</b>
APPLICANTS SIGNATURE:  
APPROVED BY (STAFF/MANAGEMENT):  

**STAFF  
ONLY**

FEE SUMMARY	Rate	Hours	TOTAL
ROOM RENTAL:			
AFTER HOURS FEE:			
OTHER:			
<b>TOTAL DUE:</b>			

<b>Room Booking Status in System</b>	PENDING (awaiting payment)	Date:	Staff Initials:
<b>Payment Received</b>	Amount:	Date:	Staff Initials:
<b>Room Booking Status in System</b>	CONFIRMED (paid)	Date:	Staff Initials:

**STAFF  
ONLY**

## KTPL Meeting 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. Subject to the Library's needs, meeting rooms may be rented to individuals and organizations when available, at fees established and revised from time to time by the Library Board. The approval process and the administration of the room rental agreement are handled by the Library administration, in accordance with the policies of the Library Board.
2. The person responsible for renting the room must be at least 18 years of age.
3. The Library Board reserves the right to refuse an application and also to cancel any reservations at its discretion. Priority will be given to library sponsored or co-sponsored programs.
4. Renters are responsible for obtaining their own liability insurance for any event or use identified as involving inherent risk as determined by the Library CEO, naming King Township Public Library and the Corporation of the Township of King as co-insured in the amount of two million dollars.
5. The booking is not deemed finalized or confirmed until full payment is made and, if applicable, proof of insurance provided.
6. The use of library facilities will be subject to the supervision of the employees of the Board or person hired by the Board for that purpose.
7. After-hours rentals are possible, but must be approved at the time of booking the room. The library requires three (3) weeks' notice to arrange after-hours use of the meeting rooms. Additional charges may be applicable if the booking requires after-hours staffing or security and will be calculated as it pertains to the requirements associated with the booking request and must be paid in full by the applicant/renter at time of booking. This cost as well as the availability of staff is to be determined prior to confirmation of the room rental.
8. Meeting rooms not approved for after-hours rental must be vacated ten minutes prior to the library closing.
9. All organizations or groups using the library facilities must clearly specify the official name of the group in advertisements of meetings in the library.
10. No advertising will state or imply that the Library Board in any way sponsors or approved the activities of the renter.
11. Keys to library facilities will not be provided to individuals or organizations renting meeting rooms.
12. Storage space cannot be provided to renters past the date and time of the agreement or on an ongoing basis.
13. The rental fee applies to the times listed on the agreement and includes the use of the inventory of chairs and tables owned by the Library for the purpose of such events, as well as any additional equipment listed on the approved agreement. All additional requirements are the renter's responsibility.
14. Set up, take down, and clean-up is the renter's responsibility. All decorations must be freestanding and nothing may be attached to any walls, doors or ceiling, unless otherwise approved by the Library CEO or designate.
15. The maximum room occupancy is set by the Fire Marshall and must not be exceeded. For fire safety, make a note of the location of all exits and extinguishers on arrival and do not block exits with tables or any other objects.

16. The renter is required to leave the meeting room in the same condition it was in prior to use. It is understood by the renter that returning objects and furniture to their original places, cleaning spills or soiled surfaces and ensuring all garbage and recycling are placed in the appropriate receptacles are part of returning the meeting room to its original state. The applicant/renter will be invoiced for any damages to the meeting room, furnishings or equipment, or the cost of cleaning incurred consequent to the rental.

17. Any damage or misuse of the meeting room may result in cancellation of any future bookings.

18. The applicant/renter will be required to indemnify the King Township Public Library Board and its staff against any and all claims of every nature and kind and any cost which may arise out of or by reason of granting this application. The library accepts no responsibility for lost or stolen articles.

19. The renter will not canvas, sell, promote or distribute unsolicited materials outside of the meeting room. Meeting room space cannot be sublet to other groups or individuals.

20. Smoking, vaping or the consumption of alcohol is not permitted on library premises at any time.

21. Federal, Provincial and Municipal laws, by-laws and fire regulations must be observed at all times.

22. 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 situation, 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.

23. Cancellations by the renter with more than 14 days' notice prior to the rental date will result in a 100% refund. Cancellations between 7- and 13-days' notice prior to the rental date will result in a 50% refund. Cancellations with less than 7 days' notice, including the day of the rental, will result in no refund or credit. Refunds by cheque may take up to 4-6 weeks to be issued from the cancellation date.

24. The renter must agree to and abide by any addendum terms and conditions in effect at the time of the rental.

<b>I agree on behalf of my organization or group to adhere to the Terms &amp; Conditions:</b>	
<b>Applicant's Signature</b> _____	<b>Date:</b> _____

Updated Mar 2022