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## **Terms and Conditions**

The Kawartha Lakes Public Library recognizes that public meeting space is an important community asset. The Library makes meeting space available for rent when not needed by the Library.

All renters and visitors to the Library must abide by and conduct meetings or events in a manner consistent with the Library's Patron Code of Conduct.

The Kawartha Lakes Public Library does not endorse the aims, policies or activities of any individual, organization or group booking a meeting room. Promotional materials may not imply Library sponsorship or affiliation. The Library does not prepare advertising for booking parties in any form.

Library policy information can be found at [www.kawarthalakeslibrary.ca/policies](http://www.kawarthalakeslibrary.ca/policies)

## **Bookings**

The following requisites apply to all room bookings:

- Rooms are booked on a first come, first serve basis no more than three (3) months in advance.
- Renters are limited to two bookings per calendar month, per room.
- Rooms are only available for use during regular branch operating hours.
- Set-up and clean-up are the responsibility of the booking party and must occur during the booking period. Room furnishings (tables and chairs) must be returned to their original configuration.
- All renters must complete and sign the Meeting Room Rental Agreement prior to their event. Renters must be eighteen years of age or older to sign the Rental Agreement. Once signed, the renter shall be responsible for the conduct and supervision of all persons admitted to the meeting room and shall see that all meetings are conducted in a manner consistent with the Library's Patron Code of Conduct
- The room booking will be confirmed upon receipt of the completed Meeting Room Rental Agreement and all fees are paid in full. Payment must be received at least 30 days in advance of the event date, or at the time of the booking if less than 30 days. Payment may be paid by cash or credit (at all branches) or debit (Lindsay branch only).
- Charges for meeting room bookings are waived for non-profit groups as well as City of Kawartha Lakes groups and/or community members and groups partnering with the Library on a collaborative program.
- Full refund for rental with more than 24 hours notice. Cancellation with less than 24 hours' notice is non-refundable.

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- Short notice cancelation or no-shows may lead to loss of room rental privileges.
  - All individuals, groups or organizations that operate to earn a profit are considered commercial groups and will incur the fee for room rental.
  - Booking parties must leave the premises 15 minutes prior to branch closure. Failure to do so may result in additional fees for which the booking party will be held responsible.
  - The Library reserves the right to deny requests, limit the frequency of use and/or cancel bookings. Exceptions to the rental agreement shall be made at the discretion of the Library CEO, or designate.
  - Use of the Library logo by the renter to advertise the event is strictly prohibited, unless with prior approval of the Library.

## **Library Meeting Rooms**

- Number of attendees must not exceed maximum capacity for any given Library meeting room.
- **Library staff do not supply technical support for equipment supplied by the library or the booking party.**
- The Library is not able to store equipment or supplies for the renter.
- Messages and phone calls cannot be relayed by Library staff to people attending meetings, except in emergencies.
- Food and non-alcoholic beverages may be served in the meeting room. Limited access to staff kitchen sink may be available if requested at time of booking. Food orders, deliveries and payment are the sole responsibility of the booking party. No dishes or utensils are provided.
- Alcoholic beverages and smoking are strictly prohibited.
- Open flames, lit candles and catalytic burners is strictly prohibited.
- Booking parties will restrict 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 posted by library staff.
- Meeting room walls will be kept free of materials. Users may not post, tack, tape, or otherwise affix anything to the walls.
- The booking party is responsible for any and all damage to the facilities and/or contents and fixtures. All damage must be reported to library staff immediately. The booking party is expected to cover the cost of all repairs, replacement and extra cleaning required as a result of the booking.
- The 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 the facility. Booking parties and their guests agree to release indemnity and hold the Kawartha Lakes Public Library innocent of any such damages.

## Meeting Room Rental Agreement

Room booking date(s)				
Room booking time				
Name of group/person booking				
Email				
Location (check one)				
<input type="checkbox"/> Bobcaygeon	<table border="0"> <tr> <td>\$50/3 hr; \$10/additional hr</td> <td>Seating: 8-10 (Max 12)</td> <td> <ul style="list-style-type: none"> <li>• Wi-Fi</li> <li>• TV screen</li> <li>• Tables and chairs</li> </ul> </td> </tr> </table>	\$50/3 hr; \$10/additional hr	Seating: 8-10 (Max 12)	<ul style="list-style-type: none"> <li>• Wi-Fi</li> <li>• TV screen</li> <li>• Tables and chairs</li> </ul>
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I \_\_\_\_\_ have read and accept the terms and conditions of the Kawartha Lakes Public Library Room Booking Policy.

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

This box for administration use: