



## **NEW TECUMSETH PUBLIC LIBRARY ROOM RENTAL APPLICATION FORM**

### **MEETING ROOM BOOKINGS**

It is the policy of the Board to make its facilities available for the educational, informational, cultural, recreational, and leisure needs of all individuals and organizations within the community or in one of the contracting municipalities.

NTPL shall be available on equal terms to all groups within the community; however, NTPL reserves the right to deny or cancel a booking when it reasonably believes:

- a. Meeting room use would be to promote, or would have the effect of promoting discrimination, contempt or hatred for any group or person on the basis of race, ethnic origin, place of origin, citizenship, colour, ancestry, language, creed (religion), age, sex, gender identity, gender expression, marital status, family status, sexual orientation, disability, political affiliation, membership in a union or staff association, receipt of public assistance, level of literacy or any other similar factor.
- b. Meeting room use would be for a purpose or action that is contrary to the law or any of NTPL's policies, including violent, threatening, abusive, harassing, disruptive or intrusive language or conduct.
- c. There is a misrepresentation, a likelihood of physical hazard to participants, or a misuse of premises or equipment. Past misuse or non-payment of fees is sufficient grounds for denial of an application.

NTPL requires potential users to confirm that they will not be conducting any business or activities that are in violation of this policy, the Criminal Code of Canada (including hate propaganda laws) or the Ontario Human Rights Code.

NTPL will not accept reservations for a series of meetings which would designate NTPL as a regular meeting place for any organization except upon approval by the Board. Exceptions may be made for meetings sponsored by NTPL or an approved non-profit educational group or institution for short-term classes, discussion groups, and forums involving a small fee.

### **CONDITIONS FOR MEETING ROOM USE**

Conditions for meeting room use are as follows:

- a. Application to be made through NTPL's Administration office or Branch and a Facility

- Rental Agreement signed by the person(s) responsible for the group/organization.
- b. Loss or damage to any NTPL property arising out of the occupancy by the group/organization must be compensated for by the group/organization.
  - c. Smoking, alcohol consumption, drug use, and commercial sales are not permitted on NTPL property.
  - d. Meeting room booking requests will be taken on a first come, first serve basis.
  - e. Rentals can be booked up to sixty (60) days in advance of the booking date.
  - f. Individuals and groups are allowed up to two (2) bookings per month, case-by-case.
  - g. Library programs take priority for bookings.
  - h. Meeting rooms are available after regular branch hours, with no access to the Library.
  - i. Facilities may be rented for Children's Birthday Parties but not Adult parties, wedding showers, etc. Payment must be made in full at the time of the booking.
  - j. NTPL normally will not provide personnel to assist in handling exhibits and other materials needed by groups using NTPL's meeting spaces.

## SCHEDULE OF FEES, FINES AND CHARGES

<b>Non-Profit Organizations</b>	Free for Community Services & Partners On Case-by-Case Basis
<b>Non-Profit Organizations</b>	\$20.00 per hour
<b>Individual Residents of New Tecumseth / Contracting / Reciprocal Areas</b>	\$25.00 per hour
<b>Profit Organizations</b>	\$30.00 per hour
<b>Cleaning Fee (if applicable)</b>	\$30.00 per hour
<b>Late Key Fee (if applicable)</b>	\$10.00 per day

**Attention:** a fee for cleaning and supplies will be levied if the room is not returned to satisfactory condition at the end of the booking.

## EQUIPMENT RENTAL

Currently there are no equipment rentals available.



**NEW TECUMSETH PUBLIC LIBRARY  
ROOM RENTAL APPLICATION FORM**

BRANCH: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_

NAME OF GROUP OR INDIVIDUAL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

DATE(S) REQUIRED: \_\_\_\_\_

FEE: \_\_\_\_\_ RENTAL PIAD: \$ \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

ATTENDANCE ESTIMATE: \_\_\_\_\_

It is understood and agreed between the applicant and the New Tecumseth Public Library Board that the following regulations have been read and will be observed:

1. A set of keys will be given to access the RENTAL FACILITIES when applicable. These keys may not be copied and must be returned after each rental. Failure to comply may result in lost rental privileges.
2. The applicant is responsible for any loss or damages incurred to Library property or equipment, and agrees to reimburse the New Tecumseth Public Library Board for any damages resulting from the event described on this application.
3. The New Tecumseth Public Library Board reserves the right to refuse any application.

4. Alcohol and smoking are not permitted on the Library premises.
5. Set up is the responsibility of the renter. The room is to be left in the same condition as it was found.
6. At the close of the meeting, the applicant shall ensure that room lights are turned off, windows are shut and that the door is left properly locked.
7. All supplies and cleaning may be an additional cost. This may include: toilet paper, paper towels, cleaning supplies, etc.
8. All fees must be paid in full upon booking the facility. Please make cheques payable to the New Tecumseth Public Library.

#### CONFIRMATION OF FACILITY RENTAL

AUTHORIZED SIGNATURE: \_\_\_\_\_

POSITION: \_\_\_\_\_