

APPENDIX 6

Schedule of Fees, Fines and Charges

ROOM RENTAL CHARGES

For Profit and Non-Profit Organizations:

\$25.00 per hour (minimum 1 hour booking)

Daily maximum rate is \$125.00 for 7 hours

Attention: a \$25.00 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.

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APPENDIX 15



New Tecumseth Public Library

FACILITY RENTAL APPLICATION

BRANCH: _____

DATE OF APPLICATION: _____

NAME OF GROUP OR INDIVIDUAL:

ADDRESS: _____

PHONE NO.: _____

DATE(S) REQUIRED: _____

FEE: _____ RENTAL PAID: \$ _____

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.

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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.

Please refer to Policy Manual for Policy No. 7.05 Meeting Room Bookings and Appendix 6 Schedule of Fees, Fines and Charges.

CONFIRM ATION OF FACILITY RENTAL

AUTHORIZED SIGNATURE: _____

POSITION: _____

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