



**Wainfleet Township  
Public Library**

## **RULES FOR USE OF THE MEETING ROOM**

**Adopted Date: March 2004**

**Revision Date(s): April 2007, June 2007, April 2009**

**Review Date: April 2011**

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The Wainfleet Township Public Library Board provides access to its meeting room for both non-profit and profit-making groups in the community (see Schedule of Fees).

The availability of the meeting room for purposes other than library use is on a first come basis. The Board reserves the right to refuse bookings and to cancel bookings when necessary.

Applications for room rental should be submitted to the Chief Executive Officer in writing, at least two weeks prior to the meeting date. Applications should include the purpose of the meeting, date and time, and equipment required.

The meeting room is available Monday to Saturday, 9:00 a.m. to 11:00 p.m. Requests for rentals on Sundays or statutory holidays will require consideration by the Board, and thus must be submitted four (4) weeks in advance to allow sufficient time for processing.

### **Regulations**

1. The library is a smoke-free environment. The no smoking policy is strictly enforced.
2. All fire regulations must be observed. In particular, no fire exits shall be obstructed.
3. The rentee assumes full responsibility for the proper supervision and conduct of any activities, and for any claims arising out of improper supervision or conduct of activities. The rentee agrees to indemnify and save harmless the Board from all claims arising therefrom.
4. The rentee agrees to accept full responsibility for any damage to the library building and equipment occurring during the occupancy; and further agrees to compensate the Board, in full, for any such damages.
5. The Board accepts no responsibility for any property of the rentee either before, during or after occupancy of the premises.
6. No signs or decorations may be attached or posted within or without the premises without prior arrangement with the Chief Executive Officer.
7. Rental is for use of the meeting room only. For security reasons, access to the main library cannot be permitted except during the normal library hours.

8. The Board reserves the right to cancel access to the buildings and equipment due to unforeseen circumstances. The Board will not accept any claims for compensation from the rentee for such cancellation.
9. The rentee agrees to compensate in full any fees incurred by the Board from Trojan Alarms and/or Niagara Regional Police arising from false alarms made during the occupancy of the premises.

## SCHEDULE OF FEES

Schedule includes use of the Meeting Room, chairs, tables, projection screen and overhead projector. Additional equipment will be charged at normal library rates. Any abnormal clean-up will be charged for on a time and material basis.

Group	Rental Fee
Non-profit Groups	\$15.00 for a half-day rental (4 hours or less) \$25.00 for a full-day rental
All Other Groups	\$30.00 for a half-day rental (4 hours or less) \$50.00 for a full-day rental

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## APPLICATION FOR THE USE OF THE MEETING ROOM

Meeting Date: \_\_\_\_\_ Time: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

Room Arrangement: \_\_\_\_\_

Rental Charge: \_\_\_\_\_

I have read, and agree to abide by the regulations for the use of the Meeting Room.

Signature: \_\_\_\_\_ Application Date: \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Method of Payment: \_\_\_\_\_

*If use of audio-visual equipment is required,  
please complete Audio-Visual Rental Application form.*

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