



## Oxford County Library System Room Rental Application and Agreement Form

In response to community need and in order to support community oriented activities, Oxford County Library, where practical, rents a library branch or room in a library branch for community use. All organizations or persons renting a library space must agree to abide by all Oxford County Library room use rules as outlined on page 2 of this form. Use of a library space by an organization or person constitutes agreement to abide by all room use rules regardless of whether or not the organization or person signs a copy of the rental application. The County assumes no responsibility for any loss, damage, or injury suffered by persons on library premises. The renter shall pay for all damages to the property arising from the use of the facility, noted in this agreement, where the renter is deemed responsible. Library programs and activities have priority in the use of library facilities. The library reserves the right to refuse a request for rental space or to rescind a previously approved request.

**Name of Applicant:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Organization Applicant**

**Represents (as applicable):** \_\_\_\_\_

**Mailing Address of Applicant or Organization:** \_\_\_\_\_

*(Street or Post Office, Municipality, Province, Postal Code)*

**Purpose of Rental:** \_\_\_\_\_

**Date Space is Required:** \_\_\_\_\_

*(Month, Day, Year)*

**Specify Anticipated Start & Finish Times:** From \_\_\_\_\_ am pm To \_\_\_\_\_ am pm

**Applicable Fee (To Be Completed by the Library):** \$ \_\_\_\_\_

**Signatures:**

As part of the consideration for the Library renting this facility to me/us, I, on behalf of myself, the renting organization and its members agree to release and discharge, and to indemnify and save harmless, the County from and against all claims and proceedings, by whomsoever made or brought, in respect of any costs, losses, damages, injury or expenses arising by reason of my/our use of the rented facilities.

\_\_\_\_\_  
*Applicant* \_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Branch Supervisor* \_\_\_\_\_  
*Date*

## Rules For The Use of Oxford County Library Rental Space

1. Smoking is prohibited on library premises.
2. Alcoholic beverages must not be consumed or dispensed on library premises.
3. Food and beverages may be served by renters. Food preparation for events open to the public is subject to the provisions of the *Health Protection and Promotion Act of Ontario, Food Premises Regulations*. See <http://www.e-laws.gov.on.ca/index.html>
4. Keys to meeting rooms and to library facilities are the property of Oxford County Library Board, and renters must pick up the key(s) from the Branch Supervisor during library hours. The Branch Supervisor must be kept informed of the name, address, and telephone number of the person responsible for the key(s). Lost keys must be reported immediately to the Branch Supervisor. A charge will be levied against a group or person losing a key in order to offset the cost of changing locks. Community groups or persons receiving keys to a meeting room and/or facility must not duplicate the key(s) and will return the key(s) either upon demand from library staff or when the meeting room or facility is no longer booked.
5. Persons renting library space are responsible for the set up and arrangement of the space. Renters shall access only those materials and furnishings as previously agreed upon. No bookshelves, desks, or tables may be moved or other significant re-arrangements undertaken without the permission of the Branch Supervisor. The facility shall be returned to the same condition as found or the group or individual will be charged the cost of cleaning and/or repair and may be denied further permission to rent facilities for a specified period of time by the Chief Librarian.
6. Renters shall not obstruct any portion of fire exits, entry halls or other ways of access to the premises.
7. Renters shall not affix any items to the walls of the premises nor put up advertising signs or decorations in the library halls and entry ways without prior approval of the Branch Supervisor.
8. Storage space is not regularly provided for community use. Branch Supervisors may allow storage of materials depending on space available in the library. Requests to store materials must be made to the Branch Supervisor and must be approved by the Branch Supervisor and the Chief Librarian or designate. Storage space must be applied for annually and will only be approved for one calendar year at a time. The library assumes no responsibility for any loss or damage to materials stored on its premises.
9. The library reserves the right to enter the premises at all times to ensure the event and use of the rental space conforms to all terms and conditions.
10. When functions terminate after library hours, the renter shall ensure that all directions for closing are followed.
11. Use of the premises does not imply endorsement by the Oxford County Library of the policies or activities of the renter. Renters may only use the library's name in promotional material to indicate the location of their event. Renters must ensure that the phone number of the organization or of an individual is listed on promotional material as a source for further information about the event.
12. Groups that use an established space in a library on an on-going basis may apply to the Chief Librarian to be considered "tenants". Tenants are managed through specific agreements approved by the Chief Librarian.
13. Renters shall not use or permit the premises to be used for any activity which violates any of the laws of Canada or of the Province of Ontario or of the local municipality including requests of police and fire authorities.
14. Renters shall be responsible for the conduct and supervision of all persons attending this event and shall see that all regulations contained in this permit are strictly observed. The library's Rules of Conduct apply to all uses of library space.
15. Renters must advise the library as soon as possible of the cancellation of a rental booking.
16. These rules are subject to change at anytime by the Oxford County Library.

### Rental Fee Structure

Fees include the use of library tables, chairs, lecterns and white boards if available and must be paid in advance of the use of the library or room. Rental fees include H.S.T. Failure to pay rental fees may result in the cancellation of the rental and denial of future rentals.

\$10.00 for any morning, afternoon or evening rental period

\$12.00 for any two morning, afternoon or evening rental periods

\$15.00 for a full day (morning, afternoon and evening) rental period

### Exceptions

Ingersoll Branch Program Room

Norwich Branch Program Room

Plattsville Branch Program Room

Tavistock Branch Program Room

Thamesford Branch Lions Den

Tillsonburg Branch Program Room

\$20.00 for the first hour and \$5.00 for each additional hour.

The Chief Librarian may waive all or partial rent charges in the following situations:

- a) the renting organization is a non-profit organization providing benefit to the local community; and
- b) the use for which the library room is being rented is compatible with the library's mission; and
- c) no admission fee will be charged by the renting organization

Room rental fees will be waived for organizations which have entered into a partnership with the library or where the library is cosponsoring a program with the organization.