

RAINY RIVER PUBLIC LIBRARY		
Category: SERVICES		Number: SE12
	Topic: Facility Rental	Page: 1 of 1
Date: Nov. 1, 2016	Authorized by:	

This policy governs the rental of the library facility.

1. The library facility is rented to groups or individuals on a not-for-profit basis in the public interest. For-profit events or events of a political nature are not the focus of our rental policy.
2. The renting group or person must ensure all people attending the event comply with the Library's Code of Conduct policy. A copy of this policy will be provided to the renting group or person.
3. A Library staff person or Library board trustee must be present for the full duration of the function. Unsupervised events are not permitted.
4. Keys to the facility will only be provided to Library staff and trustees.
5. Use of Library collections and computers during an event is not permitted unless separately authorized by the CEO.
6. The Library coffee centre and washroom are provided as a courtesy. Renting groups and individuals are asked to leave the coffee centre and washrooms clean and in good order.
7. The standard room rental fee is \$100 including a refundable \$50 cleaning deposit. So long as the facility is left in good order, the \$50 will be refunded after the event.
8. The rental fee and the rental form (Schedule A to this policy) must be completed and returned to Library staff prior to the event.
9. At the discretion of the CEO, any request for rental may be declined by the Library.

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AGREEMENT TO RENT THE RAINY RIVER PUBLIC LIBRARY FACILITY

1. Name of Renting Group or Person : _____

2. Date and Time of Rental : _____

3. Purpose of Rental : _____

4. Address and Telephone : _____

5. Standard Rental Fee : \$100 (including \$50 refundable cleaning fee)

6. Library Staff Person or
 Board Member to be Present During Function: _____

Terms and Conditions:

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The undersigned agrees to accept financial liability for any loss or damage to the Rainy River Public Library facility, collections and/or equipment resulting from the event described above.

Name : _____

Date _____

Authorized by : _____

Date _____