

VANDERHOOF PUBLIC LIBRARY
RENTAL CONTRACT FOR USE OF THE JANE GRAY MULTI-PURPOSE ROOM

Name of Organization: _____

Contact Person (or Individual Renter): _____

Address: _____

Home Phone: _____ Mobile Phone: _____

Email: _____

Date required: _____ Time required: _____

If recurring use (weekly, monthly), state frequency of use: _____

Alternate Contact Name: _____

Alternate Contact Phone: _____

Rental Fee: _____ Fee Paid: _____

Proof of Facility User's Liability Insurance provided: Yes No

Liability:

The renter shall indemnify and hold harmless the Vanderhoof Public Library and any of its officers, employees, servants, agents and contractors from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property.

I have read and understand the Vanderhoof Public Library policy as stated on the reverse of this contract.

User Signature: _____

Library Approval: _____

Dated this _____ day of _____, 20_____

Terms and Conditions for Use of the Multi-Purpose Room

The following rental rates will apply:

- **Under 4 hours** (consecutive) **\$10.00**
- **Over 4 hours** (consecutive) **\$20.00**
- **Over 4 hours and including overnight** **\$30.00**
- **Tables and chairs, (you set up and take down)** **no charge**

1. Library functions shall take precedence over any other use of the Multi-Purpose Room.
2. The contract is to be signed before the date of use.
3. The fee is to be prepaid upon registration.
4. **User must provide proof of Liability Insurance. (A low-cost option is available through Civic Risk Insurance Solutions. <https://bc.events.insure/>)**
5. Entrance to the building will be as directed by the Chief Librarian. Only the designated room may be used under this agreement.
6. Due to fire regulations, 50 is the maximum number of persons to use the room at one time.
7. The key must be picked up during hours that the library is open.
The key is NOT accessible from staff outside of library hours.
8. Before leaving the building, the floor must be swept (dust pan and broom provided), and all lights must be turned off.
9. ***The back outside door must be manually locked with the key.***
10. The key must be returned to the front desk during library hours or, if after hours, dropped in the book drop slot outside the main doors.
11. The grounds and library building are tobacco-free at all times.
12. Alcoholic beverages are not permitted in the building.
13. If including a refreshment service as part of the room use, it is the responsibility of the renter to provide all supplies required.
14. No signs or decorations are to be affixed to the walls.
15. The renter is responsible for the set up and take down of tables and chairs. Two long tables, 1 short table and 4 chairs are to be left in the room. All other furniture is to be returned to the storage room, with chairs stacked on the chair dollies.
16. The renter is responsible for any damages incurred during the rental period, will take all reasonable action required for the protection of library property, and will report any damage noted by or caused by the group to the Chief Librarian as soon as practicable.
17. The renter is responsible for paying for professional cleaning when deemed necessary by the Chief Librarian.
18. The contact person or alternate contact person for the rental will remain in attendance for the entire approved rental period.
19. The library will not be responsible for any property left on the premises by the renter.
20. Parking at the library is limited. Parking is available in adjacent lots.