

SECTION A - Contact Information/Booking Form

Purpose of Booking/Room Use: _____

Name: _____

Address: _____

Telephone: Home: _____ **Cell:** _____

Email: _____

The person signing this agreement must be eighteen (18) years of age or over and by signing this contract, assume full responsibility and liability for the function and those involved.

*****Bookings cancelled prior to 1 week before the rental date will be charged a 10% administration fee. Bookings not cancelled, or cancelled less than 1 week before the rental, will be charged the full rental cost. _____ initial***

The information on this form is collected under Section 33 of the Freedom of Information and Protection of Privacy Act (FOIP) and is used solely for purposes relating to the Morinville Community Library. If you have any questions, please contact the Information Management/FOIP Coordinator for the Morinville Community Library at 10119-100 Avenue, Morinville, AB T8R 1P8 or (780-939-3292).

SECTION B - Room Rental Rates: ***all prices include GST*

	Within Library Hours	Outside of Library Hours Monday – Sunday
1 HOUR	\$30	\$40/hour
4 HOURS	\$75	
8 HOURS	\$100	
Private Movie Booking	\$125	
Library Themed Birthday Parties		\$125 Week-ends ONLY

SECTION F – ROOM USE AGREEMENT FORM

This use agreement is governed by Policy 4. Library Facilities, 5.8 Community Programs and 5.9 Program Room Bookings.

1. Use of the meeting room by an individual, group, or organization does not constitute endorsement by the Library Board of that individual, group, or organization's beliefs or policies. Activities must not contravene the Criminal Code of Canada, Provincial Rules & Regulations, and Municipal By-laws, and Town of Morinville Library By-Laws and Policies.
2. Promotional materials must not imply or suggest that the library is endorsing the program and must contain the following disclaimer: This program is not sponsored by the Morinville Community Library and the Library carries no responsibility for its content or purpose. This does not apply to partnerships where the contract will define responsibilities. _____ initial
3. The meeting room cannot be rented for bazaars, religious services, fundraising events or private functions other than those offered by the library.
4. The Morinville Community Library is a non-smoking, non-vaping facility with the exception of cultural practices. Alcohol consumption is not permitted in the meeting room except under special arrangements to be discussed with library management and with proof of a valid liquor license.
5. Room bookings will be confirmed upon receipt of the full payment and completed agreement form. Bookings cancelled prior to 1 week before the rental date will be charged a 10% administration fee. Bookings not cancelled, or cancelled less than one week before the rental will be charged the full rental cost.
_____ initial
6. Booking cancellations by the library may be made for any reason at the discretion of library management with a full refund of all fees paid in advance by the renter. Where possible, alternate dates will be proposed.
7. The room must be clean and left in the same condition as upon entrance. When finished, please check out at the front desk. Any damage to the Morinville Community Library building and/or its equipment must be repaired or replaced at the renter's expense. _____ initial
8. The Morinville Community Library is not responsible for personal injuries or articles left or stolen.
_____ initial
9. Storage space is not provided.
10. Tables and chairs will be provided by library staff. The set up and cleaning of the room is the responsibility of the individual, group or organization. Keys to the facility shall not be provided to individuals or organizations renting the room.
11. Library equipment must remain in the library building and cannot be rented out. Equipment is to be set up and taken down by library staff only.
12. Persons using the program room are subject to all library rules and regulations. Any vandalism, rowdy behavior or extended use of allotted time may be subject to additional charges or loss of privileges.
_____ initial
13. Library staff is responsible for enforcing policies related to the use of library facilities and providing equipment support but the library is not responsible for the running of events in rented space. The renter is responsible for the behaviour and safety of its associated individuals, which must align with library policy.

14. The library uses live and recording security cameras to help ensure the safety of its staff and patrons. By renting library space the renter understands that security recordings are taking place and may be used internally or by law enforcement if necessary, as determined by management. _____initial
15. A representative of the organization eight (18) years of age or over must sign a rental agreement stating that they have read the policy and agree to its terms and by signing assume full responsibility and liability for the function and those involved. _____initial
16. Damage deposit of \$200 refunded upon inspection. _____initial

I have read and agree to the terms of the Morinville Community Library Room Use Agreement. _____initial

The Partnership Agreement has been signed. _____ Yes _____ No

Program Name: _____

Date: _____ **Time:** _____

Repeat Program: _____ Yes _____ No

Dates & Times Required:

Renter Signature

Print Name

Staff Signature

Print Staff Name

Date

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SECTION H: STAFF USE ONLY

Type of Booking

- ☐ Birthday Party Theme _____ (Section C must be filled)
- ☐ Private Movie Booking (Section D must be filled)
- ☐ Equipment Rental (Section E must be filled)
- ☐ Meeting (Partner–Section F “or” External–Section G must be filled)
- ☐ Program (Partner–Section F “or” External–Section G must be filled)

Name of renter: _____

Deposit: Received: _____ Date: _____ *staff initial*Deposit: Refunded: _____ Date: _____ *staff initial*

Fee: _____ Date received: _____

Method of payment: _____ *staff initial****In case of damage or excessive mess please refer the refund decision to management.***SECTION I: MANAGEMENT**Booking confirmed: _____ Yes _____ No _____ *staff initial*

Name of renter: _____

Date of booking: _____ Telephone: _____

Deposit: Refunded: _____ Date: _____ *staff initial*

Fee: _____ Date: _____

Type of booking: _____