



201 Owen Sound Street, Shelburne, ON L9V 3L2
 Tel: 519-925-2168 Fax: 519-925-6555
www.shelburnelibrary.ca

Room Rental Application Form & Agreement

Date Requested:			
Time Requested:			
Organization: <i>(if applicable)</i>			
Organization address:			
Contact name:			
Contact address: <i>(required if using Town of Shelburne Insurance)</i>	Address: City: Postal Code:		
Phone:		Email:	
Insurance is required. Please check the option that is applicable to you:	<ul style="list-style-type: none"> ○ I have my own insurance and will provide a Certificate of Insurance. <i>(see note in the attached Room Rental Agreement regarding Additional Insureds).</i> ○ I would like to utilize the Town of Shelburne's insurance. <i>(see note in the attached Room Rental Agreement for estimated cost).</i> 		
Costs: \$15/hr or \$70/day <i>(fee waived for not-for-profit).</i>	Number of hours: _____ x \$15/hour = \$ _____ Full day = \$70 <i>Please note the insurance fee is in addition to hour/day rate and will be calculated once booking is finalized.</i>		
Number of Attendees:			
Describe purpose of rental:			
The contact listed above is the renter and authorized officer. This person must be on the library premise during the meeting/event. If not, they must authorize an alternate and complete the information below:			
Alternate Contact:			
Phone:		Email:	

Room Rental Agreement - Terms & Conditions

The following terms and conditions apply to all room rentals:

1. Rental Fees:

- For profit = \$15/hour + insurance fee if applicable
- Not-for-profit = Hourly fee waived. Insurance fee if applicable.

2. Insurance

Option 1: Renter is required to provide a Certificate of Insurance (proof of liability insurance of at least \$2M).

The Certificate Holder is to be The Corporation of the Town of Shelburne and Shelburne Public Library 201 Owen Sound St. Shelburne ON L9V 3L2. As well, both The Corporation of the Town of Shelburne and Shelburne Public Library need to be added as Additional Insureds.

The Shelburne Public Library will verify the Renter's Certificate of Insurance before booking is finalized.

Option 2: Renter utilizes the Town of Shelburne and Shelburne Public Library's insurance at an hourly rate to be determined based on Facility User Rates as identified by our Insurance company (estimated between \$5-\$8/hour or \$50-\$100/day).

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3. Set up and clean up are the renter's responsibility and must be completed during the rental period.
 4. The renter is responsible for arranging furnishings (tables and chairs) according to their requirements and returning the room to its original configuration. Failure to do so may result in additional fees for which the renter will be held responsible.
 5. Food and non-alcoholic beverages may be served. Food orders, deliveries and payment are the sole responsibility of the renter. Catered events may be arranged by the renter with prior consent of the Library CEO.
 6. Rental advertising is allowed on the library's community events board under the following conditions:
 - a. Approval: Must be approved by the CEO or designate.
 - b. Poster Size: Maximum size is 8.5 x 11 inches.
 - c. Logo Use: The library's logo is only permitted with consent, and publicity must not imply library sponsorship or advocacy.
 7. A minimum of 48-hour notice is necessary for cancellation of a booking, or a refund will not be possible, and the rental fee will be charged.
 8. The Shelburne Public Library reserves the right to cancel a confirmed reservation if the space is required for a Library or Town event (including elections) or if the booking cannot proceed due to weather or other emergencies/natural disasters. If we cancel, you will receive a full refund. We will notify you as soon as possible and make reasonable efforts to offer an alternate date.
 9. Users under 21 years of age must have the room rental agreement signed by a sponsoring adult, who must be present for the meeting and accept responsibility for the minor participants, and any damage done to the room.
 10. Renter and renter's guests must abide by the [Rules of Conduct and Rzone Policy](#).
 11. The room must be left in proper order with all paper, trash, etc. disposed of in trash receptacles. A clean-up fee will be charged if warranted, as assessed by the Library CEO.
 12. The renter is responsible for all damage to the facilities and/or contents and fixtures. All damage must be reported to library staff immediately. Renter is expected to cover the cost of all repairs, replacement and extra cleaning required as a result of the rental
 13. It is understood the Shelburne Public Library is in no way responsible for any personal injuries, property damage, lost or stolen items or other liabilities that may be incurred during use of their

facility. Renter and their guests agree to release indemnity and hold the Shelburne Public Library harmless of any such damages.

14. Granting permission to use the library does not constitute an endorsement by the library of any individual group or its beliefs/practices.
15. Use of lighted candles, open flames, and catalytic burners is strictly prohibited.
16. Library staff shall have access to all spaces at all times and may attend free of charge any event or meeting held on Library premises for the purposes of auditing or reviewing compliance with Library policies and relevant guidelines.
17. The renter shall confine all activities, equipment, and promotional materials to within the room. On the day of the event, notices or flyers announcing the renter's event, or use of the room, may be placed on the door of the room.
18. The room walls shall be kept free of materials. Renters may not post, tack, tape, or otherwise affix anything to the walls.
19. The library does not supply technical support for the equipment supplied by the library or the renter. Renters are responsible for ensuring the space they rent has sufficient technology for their needs.
20. Renter and guests must leave the premises on time and prior to the closing of the library. Failure to do so may result in additional fees for which the renter will be held responsible.

I have read and agree to the Room Rental Agreement - Terms & Conditions

Signed by: _____ Date: _____
(print name)

Signature: _____