

**Room Rental Policy: September 16/2019**

- a) No booking will be confirmed until signed copies of the application form is submitted to [trenthillslibrary@trenthills.ca](mailto:trenthillslibrary@trenthills.ca) and a discretionary deposit is made on the room rental.
- b) The room reservation will only be held for 30 minutes after the requested time unless the library is contacted at which time the deposit will not be reimbursed.
- c) Photocopies are not included in the room rental cost: (20 cents for a black and white copy and 50 cents for a colored copy each).
- d) Remaining room rental balance can be paid upon arrival, or invoiced.
- e) The applicant is responsible for any damages that occur to the room or facilities while in their use.
- f) The Trent Hills Public Library Board accepts no responsibility for lost, damaged or stolen articles.
- g) All organizations must clearly specify their name in advertisements of meetings or events held in the library.
- h) No alcoholic beverages may be dispensed or consumed on library property
- i) No smoking is permitted on library premises
- j) Evening meetings shall terminate by 11 pm or an additional rental fee will be charged.
- k) Chairs and tables are available: large room capacity-60, small room – 20. The library does not have a full-time custodian; therefore groups using the rooms are responsible for setting and leaving the rooms as they found them. If the rooms are left unacceptable an additional \$25.00 will be charged.
- l) Federal, provincial and municipal laws, by-laws and fire regulations are to be observed at all times.
- m) Exhibitions: The Trent Hills Public Library Board will not become involved in any sales pertaining to exhibits. Exhibitors will be responsible for the setting up and removal of their displays and assume all insurance coverage.
- n) Under by-law 2004-20 passed by the Municipality of Trent Hills a response to a false alarm during the rental period can be chargeable up to \$500.00.

**Fees:**

	Four hours or less	More than four hours
Profit-making groups	\$55.00	\$110.00
Non-profit groups	\$30.00	\$55.00

The fees are waived for:

- Library sponsored programs
- Friends of the Library groups
- Constituency meetings of local MPPs or MPs
- Municipal Meetings
- Proctored examinations for university/ college

The Trent Hills Public Library Board reserves the right to accept or refuse a reservation or cancel any booking at their discretion.

I have read and agreed to the following room rental policy of the Trent Hills library.

(Name or Organization): \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_