

## Room Rental Application and Agreement Form

All organizations or persons renting a library space must agree to abide by the following:

1. Oxford County Library Code of Conduct
2. Oxford County Library Room Use Policy
3. Rules for Use for Rental of Library Spaces, page two of this document.

Use of a library space by an organization or person constitutes an agreement to abide by all rules as outlined in the documents referenced above regardless of whether or not the organization or person signs a copy of the rental application. The County and Library assume no responsibility for any loss, damage, or injury suffered by persons on library premises.

The renter shall pay for all damages to the property arising from the use of the facility, noted in this agreement, where the renter is deemed responsible.

**Name of Applicant:** \_\_\_\_\_

**Organization Applicant Represents:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purpose of Rental:** \_\_\_\_\_

**Branch / Room to be Rented:** \_\_\_\_\_

**Date Space is Required:** \_\_\_\_\_  
Month/Day/Year

**Start Time:** From \_\_\_\_\_ AM PM **Finish Time:** To \_\_\_\_\_ AM PM

**Fee:** \_\_\_\_\_  
To Be Completed by the Library

**Signatures:**

As part of the consideration for the Library renting the space to the named individual or organization, I, personally, and jointly and severally, agree to indemnify and hold harmless, the County and Library from and against all loss, claims, actions, damages, liabilities, costs and expenses, including legal fees, in connection with personal injury, damage to property or any other loss or injury whatsoever arising from or out of any occurrence in, upon or at the rented facilities.

Applicant	Date
Library Staff	Date

## Rules for the Use of Library Rental Spaces

1. Smoking is prohibited on library premises.
2. Alcoholic beverages and/or illicit drugs must not be consumed or dispensed on library premises.
3. Food and beverages may be served by renters. Food preparation for events open to the public is subject to the provisions of the *Health Protection and Promotion Act of Ontario, Food Premises Regulations*. If you are planning to offer food and/or beverages, Southwestern Public Health must be notified. Notification can be done by completing the Special Event Vendor Notification Form. (<https://app.swpublichealth.ca/Forms/SpecialEventVendorNotificationForm>)
4. Keys to meeting rooms and/or library facilities are the property of the Oxford County Library. Renters must pick up key(s) from branch staff during library hours and provide the following information, if different than the applicant on the above form:
  - a) Name of individual receiving the key(s)
  - b) Telephone Number of individual
  - c) Mailing address of individual

Lost keys must be reported immediately to branch staff or Oxford County Library Administrative staff. A charge will be levied against the renter for lost key(s) in order to offset the costs of changing locks. Community groups or persons receiving keys to a space must not duplicate the key(s) and will return the key(s) either upon demand from library staff or at the conclusion of the space booking.

5. Persons renting library spaces are responsible for the setup and arrangement of the space. Renters shall access only those materials and furnishings as previously agreed upon. No bookshelves, desks, tables or other furnishings may be moved or other significant re-arrangements undertaken without permission of the Community Librarian or Branch Supervisor. The Facility shall be returned to the same condition as found or the group or individual will be charged the cost of cleaning and/or repair and may be denied further permission to rent facilities for a specified period as determined by the CEO/Chief Librarian.
6. Renters shall only be provided access to the space within the agreed upon time as included in this rental application. No access will be provided before or after the requested booking time.
7. Renters shall not obstruct any portion of fire exits, entry halls or other ways of access to/from the premises.
8. Renters shall not affix any items to the walls of the premises; nor put up advertising signs or decorations in the library halls or entry ways without prior approval.
9. Storage space is not provided for community use. Request to store material on library premises must be made in writing and approved by the CEO / Chief Librarian. Said requests must be made annually and will only be approved for up to one calendar year. The Library assumes no responsibility for any loss or damage to materials stored on its premises.
10. The Library reserves the right to enter the premises at all times to ensure the use of the space conforms to all terms and conditions.
11. When functions terminate after library hours, the renter shall ensure that all directions for closing and securing the space are followed.
12. Use of the premises does not imply endorsement by the Oxford County Library of the aims, policies, or activities of the renter. Renters may only use the Library's name in promotional material to indicate the location of their event, unless the event is co-sponsored by the Library.
13. Renters shall be responsible for the conduct and supervision of all persons attending the space at the time of rental and shall see that all regulations contained in this agreement form, as well as the *Oxford County Library Code of Conduct* and *Library Room Use Policy* are strictly observed.
14. Renters must advise the Library as soon as possible of the cancellation of a rental booking.

15. These rules are subject to change at any time by the Oxford County Library.