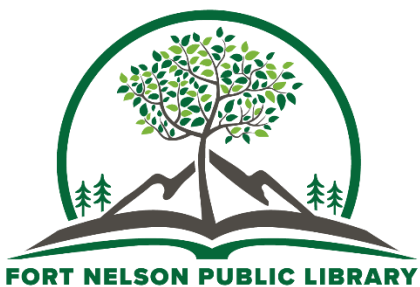


2023



FORT NELSON PUBLIC LIBRARY

ROOM RENTAL AGREEMENT

Updated: September 27, 2023

1 GENERAL GUIDELINES

Fort Nelson Public Library (FNPL) meeting room is available for rent by the public and may be booked during library open hours. The meeting room is primarily for library programs and operations but is available for rental by outside groups and individuals when not required for library use.

Use of the meeting room by a group, organization or individual Use of the meeting room does not imply the Library's endorsement of the beliefs of groups using the meeting room. Programs must not contravene the Criminal Code of Canada and the Human Rights Act of British Columbia.

The Library reserves the right to refuse a booking.

2 ROOM RENTAL CONDITIONS

- Library-sponsored activities are given priority in scheduling the use of the meeting room.
- All bookings are made on a first-come, first-served basis.
- The meeting room cannot be reserved without a completed Room Rental Agreement Form.
- Public use of the meeting room is intended for use by groups for gatherings of a civic, cultural, or educational nature.
- All organizations or individuals using the meeting room must clearly specify their own names in advertisements of meetings or events held.
- The booking party is responsible for cleaning the meeting room and is held responsible for any damage to the room or its contents.
 - Please use 'Room Rental Checklist'
- Adequate supervision of the meeting room is the responsibility of the booking party.
- All activities and programs conducted in FNPL and all persons using the meeting room are subject to the policies and procedures of FNPL.
- All renters must comply with ALL fire, health, and safety regulations.
 - All exits must be kept free of obstruction.
 - Candles and other open flames are not permitted.
 - Smudging ceremonies will activate Library fire alarm systems.
- Soliciting inside or outside the Library is prohibited unless approved by the Library.
- Upon receipt of booking confirmation for the room rental, the full rental fee is due. Bookings cannot be transferred or assigned.
- Room is booked on a meeting-by-meeting basis only and not for ongoing series.
- Exemptions must be requested in writing and approved by the Director.

- The Library reserves the right to cancel a reservation due to unforeseen circumstances. Refunds will be granted for library-initiated cancellations.

3 ROOM RENTAL RATES

Our meeting room has a maximum capacity of 33 people, which may vary depending on the type of activities held.

Partnership	- Charges for meeting room rentals will be waived for community members and groups that are partnering with the Library on a collaborative program.	Free
Non-Profit	<ul style="list-style-type: none"> - Registered non-profit societies and charities. - Not registered local Fort Nelson groups engaged in educational, cultural or arts activities may also be eligible. - Charities and non-profits are not permitted to charge an admission fee or engage in fundraising endeavours that include door tickets, donation boxes or direct solicitation for funds. - Participants can be made aware of online giving options of the charity or non-profit to access at their own discretion. 	Free
Individual, Group, & Party	<ul style="list-style-type: none"> - Any group celebrations such as, but not limited to, birthdays, showers, retirement, anniversary parties., etc. (only available during library operating hours) - Private Individual Any private person or group not falling under the above two definitions. 	See Rental Rates

Reservation Length	Rates
Full Day (6+ Hours)	\$40.00
Half Day (2+ Hours)	\$20.00
1-Hour	\$10.00

4 RENTAL AGREEMENT

Your Name		Organization Name:	
Organization Type:	Non-Profit/ Partnership/ Individual, Group, & Party		
Contact Information:			
Phone:	Address:	Email:	
Date/Time of Event:			
# of attending:	Reservation Length:	Full Day/Half Day/1-Hour	
Event Description:			

I have thoroughly reviewed the room rental agreement and hereby confirm my agreement to comply with all the terms and conditions outlined therein.

Name: _____ Signature: _____

Library Staff: _____ Signature: _____

5 ROOM RENTAL CHECKLIST

Please use the following checklist before leaving the meeting room:

- ☐ Wipe down all door handles
- ☐ Wipe down all light switches
- ☐ Wipe down all used surfaces
- ☐ Dishes washed, dried, and put away
- ☐ Counters washed
- ☐ Tables wiped off and returned to the original configuration
- ☐ Chairs wiped off and returned to the original configuration
- ☐ Floor swept
- ☐ Garbage taken out to the outside garbage can
- ☐ All personal items removed
- ☐ All lights turned off