

Lethbridge Public Library Facility Rental Contract and Terms and Conditions

Renter Name _____

Organization Name (if applicable) _____

Mailing Address _____ **City** _____

Postal Code _____ **Email Address** _____

Primary Phone _____ **Alternate Phone** _____

Bill to, if different from renter _____

Mailing Address _____ **City** _____

Postal Code _____ **Email Address** _____

Primary Phone _____ **Alternate Phone** _____

Event Date(s) _____

Event Type _____ **Is there a charge to attend the event?** _____

Start time _____ **End Time** _____

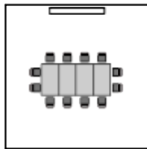
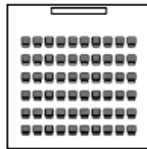
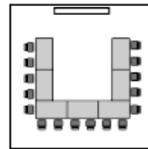
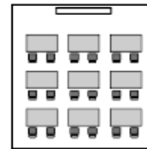
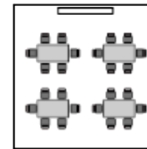
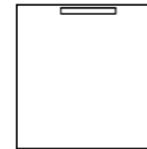
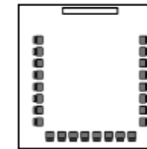
Room Booked _____ **Number of attendees** _____

Room setup instructions _____

AV Equipment Needed:

- | | | |
|---------------------------------------------|------------------------------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Projector & Screen | <input type="checkbox"/> Microphones
(podium, handheld
or lapel) | <input type="checkbox"/> Flip Charts |
| <input type="checkbox"/> BluRay | <input type="checkbox"/> White Board | <input type="checkbox"/> Piano |
| <input type="checkbox"/> Laptop | | <input type="checkbox"/> Music Stand |
| <input type="checkbox"/> Speakers | | |

Room Layout Options:

<input type="checkbox"/> Boardroom	<input type="checkbox"/> Theatre	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Classroom	<input type="checkbox"/> Banquet	<input type="checkbox"/> Open	<input type="checkbox"/> Discussion
						

Rental Fees:

Non-profit fees per 3-hour block

- Theatre Gallery non-profit \$75/block
- Community Meeting Room \$50/block
- Richardson Boardroom \$40/block
- Servus Credit Union Room \$40/block
- Digital Learning Centre \$40/block
- Friends Place \$60/block

For profit fees per 3-hour block

- Theatre Gallery non-profit \$160/block
- Community Meeting Room \$100/block
- Richardson Boardroom \$100/block
- Servus Credit Union Room \$100/block
- Digital Learning Centre \$100/block
- Friends Place \$120/block

Number of 3-hour blocks required:

- 1 (booking is 3 hours) 2 (booking is 6 hours) 3 (booking is 9 hours)

By signing this contract, the Renter acknowledges and accepts all the conditions and requirements specified in the Contract and attached Terms and Conditions; confirms that the information given above is accurate and complete; and agrees to report any changes to that information to the Administrative Support at 403-380-7336 or rental@lethlib.ca at the Lethbridge Public Library immediately. The Renter understands and accepts the fees and agrees to pay the invoice by no later than the date of the event.

Date_____

Renter Signature

Use of Library facilities are provided to all public as long as the public operates within the Bylaws of The Lethbridge Public Library, Code of Conduct, and other applicable Library guidelines.

1. All groups/individuals renting Lethbridge Public Library facilities must provide proof of insurance as outlined below:
 - Comprehensive General Liability with limits of not less than \$2,000,000 for bodily injury and/ or property damage per occurrence with the City of Lethbridge as Additional Insured.
 - Proof of insurance is required in the form of a certificate. Policy wordings or declaration pages are not accepted. An insurance request can be directed to your broker/agent or you can purchase insurance for your event through online resources such as <https://lethbridge.instantriskcoverage.com/>
 - If using the Instant Risk Coverage portal, a certificate will be e-mailed directly to the City. If you have existing insurance or are providing a certificate through other means, please e-mail it to e-mail prior to the date of your booking.
2. The intended use of the meeting room is to be appropriate for a public library. The Library reserves the right to refuse or limit the use of the facilities to any group.
3. The Library reserves the right to cancel rentals giving as much notice as possible.
4. The renter must be eighteen (18) years of age or over, and by agreeing to the terms of facility rental, assume full responsibility and liability for the function and those involved in the function. Meeting room rental applications are accepted from individuals making rentals on behalf of a group or

organization. The Library accepts no responsibility for unauthorized individuals making such rentals, and charges will be levied to the group/organization listed on the application.

5. Cancellations must be received prior to 48 hours in advance of meeting date to qualify for no charge. If cancellations are received within 48 hours of booking, 50% of the rental cost will apply.
6. Upon arrival please contact Library custodians to advise of your arrival. A phone number will be provided upon booking.
7. Three (3) hour rentals for any event should include sufficient time for room set-up and clean-up after the event is finished. If additional time is required to meet these conditions, the applicant should book an additional three-hour time slot when making the original booking.
8. The room must be clean and in the same condition as you found it. Catering, associated dishes, utensils and food clean-up are not provided by the Library. Damages to Library property as a result of renting of rooms shall be assessed at replacement value and these costs shall be levied to the individual, group or organization renting the room. Maintenance staff will provide set up and take down of the furniture and equipment but please factor set up and cleanup of personal materials into the time of the room booking. Charges may be assessed if additional janitorial cleanup is required to return the room to the state it was in prior to rental.
9. Equipment belonging to the Lethbridge Public Library is not allowed off the premises.
10. Rooms are available for outside rentals only during regular Library hours, unless special permission is obtained from the Library. The renter will pay, in addition to the room rental fee, an hourly rate to cover security and maintenance as per library bylaws. For 2021 the cost is \$65 per hour with a minimum charge of 1 hour. There will also be an additional ½ hour charged for closing procedures following the event. Please see addendum #1 below for procedures for room rentals outside the library's operating hours.
11. The Library does not provide refreshments or general office supplies such as masking/scotch tape, scissors, markers, extension cords, flip chart paper, coffee/tea etc.
12. If you are planning to use your own equipment, for instance, a laptop for video presentations or PowerPoint, we recommend that you book an appointment, prior to your rental, with our IT department (Help.Desk@lethlib.ca) to ensure compatibility with our A/V system. The Library is not responsible for technical issues that may arise and interfere with your booking time.
13. The renter/guests may not disrupt the use of the Library by others. Persons using the meeting rooms are subject to all Library rules and regulations.
14. Rental is for meeting room space only. Permission must be obtained for signs, promotion or advertising that is to be displayed in other parts of the Library. Publicity shall not give the impression that the event held in the said meeting room is a Library or Library related endorsed event.
15. Parking in the parking lot is on a first come first serve basis. If the parking lot is full renters must use on street parking around the perimeter of the library.
16. Library meeting space cannot be rented by a business as their primary operating space.
17. Granting permission to rent the Library facilities does not constitute an endorsement by the Library Board of the individual, group or organization's policies or beliefs. The Library will not knowingly permit an individual, group, or organization to use its facilities in contravention of the Criminal Code of Canada.
18. The Library reserves the right to allow Library staff or security to enter the meeting room at any time.
19. The grand piano must be requested and noted on the rental booking.
20. Post-dated cheques are not accepted by the Library as payment for an event.

21. Personal property is the sole responsibility of those attending the meeting or event. The Library and the City of Lethbridge shall not be liable for loss or damage to the property of others while such property is in or on City property. Equipment, supplies or personal effects cannot be stored or left in the Library meeting rooms after use, unless in the case of a two-day rental when special permission has been received to do so. The Library however, is not responsible for these items.
22. Replacement of lost or damaged equipment belonging to the Library will be added to rental bill at full replacement cost. Equipment belonging to the Library is not to be removed from the premises.
23. Alcohol is not permitted, unless special permission is granted by the Library CEO.
24. Smoking is not permitted in any Library facility. Lighted candles or flames are not to be used within the meeting rooms.
25. Internet service is available through open public internet.
26. Personal information required to rent the facility is collected in keeping with the Alberta Freedom of Information and Privacy Act.
27. If you will be showing a movie performance during your rental please note that you are NOT covered by Lethbridge Public Libraries Annual Public Performance Site License. We encourage you to review public performance licensing before showing any movie. For more information please refer to the Audio Cine Film website. <https://www.acf-film.com/en/faq.php>
28. The renter agrees to indemnify and save harmless the Library and the City of Lethbridge from, and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of, or in any way related to the rental of the facilities under this agreement. Without restricting the generality of the foregoing, the renter shall be responsible for any loss or damage to the facility property or equipment, howsoever caused, arising out of the rental of the facility under this agreement.
29. The renter will be charged the for-profit rate if there is a charge to attend the event the room is being rented for even if the renter is a registered non-profit organization. Renters who are booking baby/bridal showers and birthday parties are considered non-profit.
30. In addition to the above, the renter must abide by the Bylaws of the City of Lethbridge Library Board in regards to Use of Library Premises and the Library Code of Conduct at all times. <https://lethlib.ca/about-us/policies-and-bylaws>

Addendum for Room Rentals outside the library's operating hours:

The renter will maintain a list of attendees including contact information in case it is requested by the library for safety and sanitation purposes. This file should be kept for three months after the event.

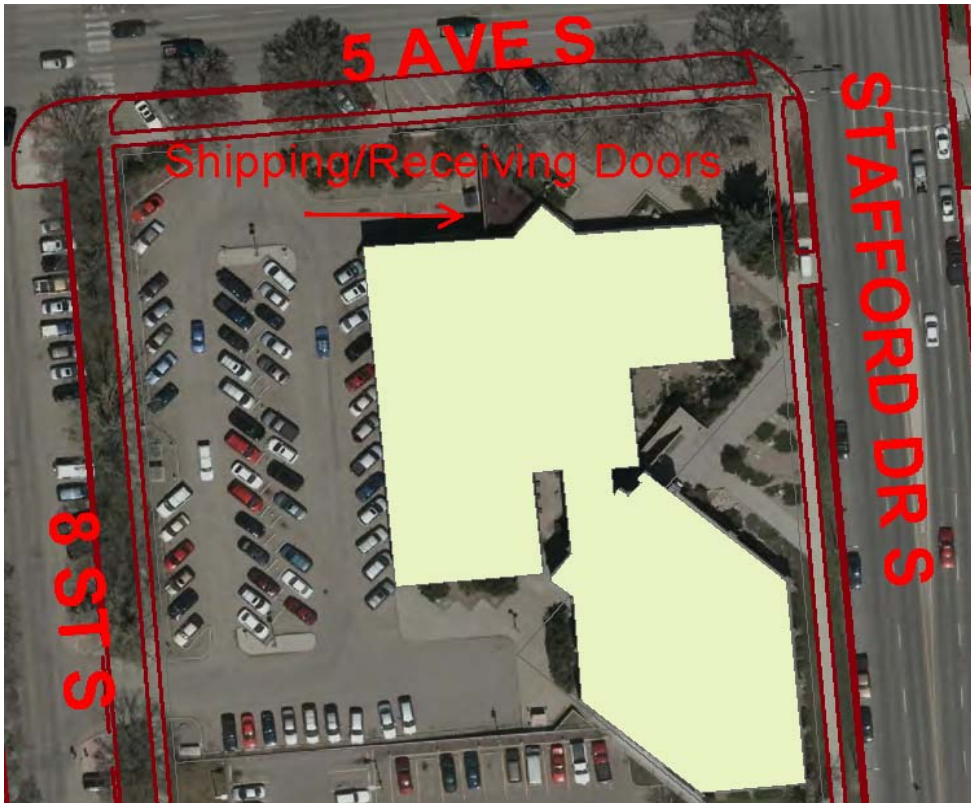
Main Branch:

Attendees for the event must use the Shipping and Receiving doors to enter and exit the library. These doors are located at the north end of the parking lot. Attendees must remain in the room rented and only use the north wing washrooms (see map below). All other library areas are off limits during room rentals outside of operating hours.

Crossings Branch:

Attendees for the event must use the rear public entrance doors to enter and exit the library. These doors are located at the south end of the parking lot located behind the library. Attendees must remain in the room rented and only use the washrooms inside the library (see map below). All other library areas are off limits during room rentals outside of operating hours.

The Main Branch:

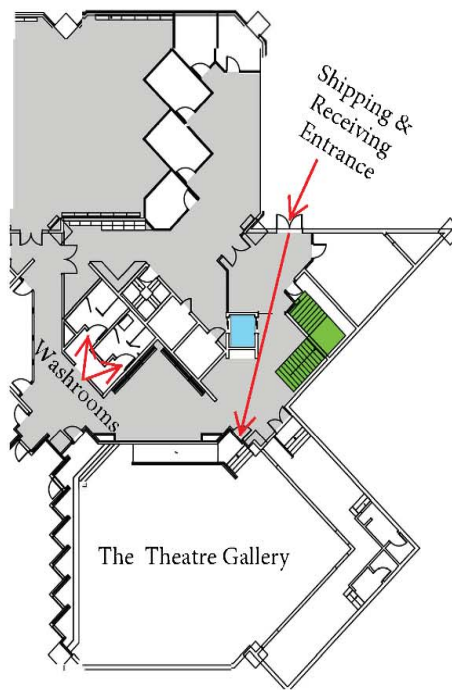


LOWER LEVEL

UPPER LEVEL

Legend

- Elevator
- Stairwell
- Hallway



The Crossings Branch:

↑ Caledonia Blvd W ↑

