

Room Rental Contract

Spruce Grove Public Library
35 Fifth Ave
Spruce Grove, AB T7X 2C5
780-962-4423



Email: administration@sgpl.ca

PATRON INFORMATION:	
Name:	
Organization:	
Address:	
Telephone number:	
Email:	

CONTRACT ID:

DATE of the reservation. (YYYY/MM/DD)

Select ROOM:

For additional details and rates see SGPL.ca

- Meeting Room A – max capacity 22
- Meeting Room B – max capacity 22
- Meeting Room A & B combined – max capacity 44
- Meeting Room C – max capacity 14
- Program Room – max capacity 35

START TIME of reservation:

END TIME of reservation:

TOTAL TIME of the reservation:

COST per hour:

TOTAL COST of the reservation:

- Payment received: METHOD and DATE
- I have provided proof of **Third-Party Liability Insurance**: see TERM 12
- I hereby agree to the **Rental Terms and Conditions** terms as indicated in this contract: see page 2

PRINT NAME of PATRON:

SIGNATURE of PATRON:

DATE:

Spruce Grove Public Library ROOM RENTAL TERMS & CONDITIONS

1. Persons signing the contract (the Lessee) must be eighteen (18) years of age or over and shall assume the full responsibility and liability the function or program, including proper supervision and/or charges for loss or damage to the premises.
2. Payment due upon booking, unless otherwise stated.
3. Persons using the meeting rooms are subject to ALL library rules and regulations including the Patron Code of Conduct.
4. Any extended use of allotted time may be subject to additional charges or loss of privileges.
5. Cancellations must be received within 24 hours of room use or a \$20.00 fee will apply.
6. The library will not provide storage space for materials or equipment at any time. The library is not responsible for injury, articles, or equipment left in the room.
7. Smoking is not permitted pursuant to Bylaw C-470-03.3
8. Granting permission to use the library facilities does not constitute an endorsement of the group or its beliefs by the library. The library reserves the right to request that the following statement be prominently displayed at an event or on promotional material: "Statements made, or positions taken during this event do not necessarily reflect the opinions or values of SGPL."
9. The library reserves the right to refuse or limit the use of the meeting rooms to any group. The library will not knowingly permit use of the rental spaces for any illegal purpose and therefore reserves the right to terminate any rental where there are reasonable grounds to believe the Criminal Code of Canada or the Alberta Human Rights Act will be contravened.
10. Lessees are required to check-in with Library Customer Service Staff before and after their booking.
11. After each rental, the space must be cleaned and returned to its' original condition. Any damages or cleaning may be subject to additional charges and/or loss of privileges.
12. **All Lessees will ensure they have appropriate THIRD-PARTY liability insurance and/or Party Alcohol Liability Insurance. The Lessee will need to provide the Library with a copy or certificate of insurance indicating that they have all appropriate liability coverage and proof of insurance covering damage to premises rented by the Lessee.**
13. Lessee must be aware of fire evacuation route and muster point. A map is located by the doorway inside the room. If the fire alarm sounds, evacuate the building immediately and gather at the muster point.
14. The Lessee agrees to indemnify and save harmless the Library and the City of Spruce Grove 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 Lessee 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.
15. Service Animals or Emotional Support Animals: Any damages, including carpet stains, are the responsibility of the owner. The animal and the handler are subject to the Library's Patron Code of Conduct. Should the animal become disruptive, they will be expected to leave the premises.
16. The Lessee is required to follow all current health codes and mandates issued by any level of Government.

I have read and understand the **Rental Terms and Conditions** terms as indicated in this contract.

PRINT NAME of PATRON: _____

SIGNATURE of PATRON: _____

PRINT PAGE 3 for MULTI-DAY or AFTERHOURS bookings only

PRINT NAME of PATRON: _____

PRINT ORGANIZATION: _____

SIGNATURE of PATRON: _____

DATE: _____

MULTI-DAY RESERVATION		
DATE:	ROOM:	TIME:

AFTER HOURS Reservation checklist

The Lessee is responsible for communicating all safety information to the group participants.

- Identify Fire Exits, Fire Extinguishers, Evacuation Routes and Muster Point
- Phone Location – Dial **9** For an Outside Line
- **Emergency – Dial 9 For an Outside Line and Call 911**
- Facility issues After Hours Only - Dial **9** For an Outside Line and call the City of Spruce Grove Answering service at 780-962-2611 to report the issue
- Ensure the South Door is closed and locked upon exiting the building
- Return the room to its' original set-up
- Review Staff Areas vs. Public Areas
- Library will be locked off
- Supplies & Equipment Verified
- Location of sanitization products