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Policy Type:	Services	Review(r)/Revision(R) Dates:	R. 26/10/2015 (M2015-60)
Policy Title:	<i>Agreement for Powassan &amp; District Union Public Library Facility Use</i>		R. 24/05/2017 (M2017-23)
Policy Number:	SERV-07		R. 24/09/2018 (M2018-53)
Initial Policy Approval Date:	15/12/2010		R.29/04/2019 (M2019-28)

## Definitions

**CEO:** means the Chief Executive Officer for the Powassan & District Union Public Library

**Library facility:** means the Enever Room/Board Room and/or the Kitchen Room. The use of the kitchen is only permitted for use during Library sponsored activities or programs, or with prior approval from the CEO for room rental requirements.

**Library sponsored activities and programs:** are activities and programs initiated, organized and sponsored by the Library staff or the Friends of the Library group

**Business days:** are days that the Library is scheduled to be open

**Signee:** means the designated person 18 years of age or older who is signing the *Agreement for Powassan & District Union Public Library Facility Use* on behalf of the organization and is in charge of activities at all times

## General Rules

1. The Library Board will neither be responsible nor liable for injuries occurring to persons, and for the loss, theft, and/or damage to property in the possession of persons attending a program sponsored by the individual signing (thereafter referred to as the “signee”) the *Agreement for Powassan & District Union Public Library Facility Use* (thereafter referred to as “the Agreement”).
2. If the signee has undertaken the signing of the *Agreement* as a representative of an organization, association, business or other group, the responsibilities and liabilities extend not only to the signee but also to said group.

3. The signee will be responsible for the damage, loss and theft of property owned by the Library and any property owned by a third party however arising from or related to the use of the Library's premises, buildings or facilities under the *Agreement*. The Library reserves the right to charge the signee a sum equal to the cost of replacing damaged, stolen, and lost items at current values. Should the Library CEO be unable to find suitable replacement for damaged, stolen and lost items, the signee will be charged a sum determined by the Library Board.
4. The individual or organization signing the Agreement shall accept responsibility for the conduct of persons admitted, and any damage caused to the Library property or equipment resulting from the use of the same.
5. The Signee may make prior arrangements with Library staff to use Library equipment such as the television, projector, screen, and coffee machines. The only items from the kitchen included in the rental are coffee machines and kettles, unless prior approval has been given by the Library CEO for use of additional kitchen items.
6. The signee is responsible for the set-up of any tables and chairs required for the booked event. All table and chairs must be returned to where they originally were prior to the event. The facilities shall be left clean and in good order, with all garbage disposed of. Any activity causing extra custodial work, as determined by the CEO, will be billed to the signee.
7. The use of illegal drugs, and smoking is prohibited on Library property. Use of alcoholic beverages need to be licensed events and approved by the Board.
8. No changes to any part of the premises, building, facilities, or contents shall be made by the signee or the signee's attendees without approval from the Library's CEO.
9. Attendance is restricted to 58 people in the Kitchen Room and 74 people in the Enever Room due to fire regulations.
10. All **exits** must be kept free of obstruction in case of fire. Downstairs exits may be used only in emergency situations, or with CEO's permission. An alarm system for the doors downstairs is in place, and staff is aware every time the downstairs door is opened.
11. All activities must end & clean-up be completed 15 minutes prior to closing hours (hours of operation attached). The signee is responsible to ensure that any materials used in his or her program are safely and properly disposed of, in accordance with environmental and municipal regulations. At no time, will paints and other craft materials be disposed of in sinks and toilets.
12. Facilities are only available during hours of operation, unless the CEO or another designated staff member is available and willing to remain on site during the duration of the event. Overnight events are not permitted on Library premises in order to prevent any potential fire safety or health & safety incidents.

13. No retailing shall take place on the Library property unless it is a Library sponsored activity or program or permission has been granted by the CEO.
14. The *Agreement* must be signed and payment received by the Library before the room is considered booked. Payment shall be made by cash, e-transfer, credit or debit cards, or cheque payable to the Powassan & District Union Public Library.
15. The Library will post a flyer developed by the signee on the Library television and the downstairs bulletin board once the flyer has been approved by the Library CEO. The signee is wholly responsible for all event promotion and payment arrangements with the participants. **The Library staff is not responsible for promotion or event ticket sales.**
16. The signee may cancel the booking no later than five “business days” before the event and have their booking fee refunded. If the booking is not cancelled within the time requirement the fee will be forfeited to the Library to compensate for the loss of the opportunity to book the room.
17. Any group that utilizes a designated Library space on a regular scheduled date/time will have precedence over any other Library event or room rental by a patron/community member and the space will not be rebooked/cancelled for any other event (unless due to circumstances of a community emergency situation beyond the Library’s control). The only exception is if an alternative room can be assigned which is agreeable to the group.
18. The Library Board or the CEO (or staff designate) reserves the right to deny or withdraw the use of the Library facilities.

### **Fee Schedule**

Full day:	\$50.00
+ \$22/hour to cover additional cost for early opening or late close	
Half day:	\$30.00

## Agreement for Library Facility Use

Name of Organization: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Contact Person: Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Bus) \_\_\_\_\_ (Home) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Time and Dates Required:** \_\_\_\_\_

**Special requirements:**

\_\_\_\_\_  
\_\_\_\_\_

### Signature Required:

Please return by mail, email, or fax this document signed by an individual in your organization who has signing authority and can accept the terms of this agreement to the Powassan & District Union Public Library, P.O. Box 160, Powassan, Ontario, P0H 1Z0, fax # 705 724-5525

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Library Staff

Print Name: \_\_\_\_\_

Paid

To Invoice

## **Hours of Operation**

### **Regular Hours - September to June**

Monday	8:00am to 8:00pm
Tuesday	10:30am to 8:00pm
Wednesday	Closed
Thursday	8:00am to 8:00pm
Friday	10:30am to 6:00pm
Saturday	10:30am to 3:30pm

### **Summer Hours - July & August**

Monday	8:00am to 7:00pm
Tuesday	10:30am to 7:00pm
Wednesday	Closed
Thursday	8:00am to 7:00pm
Friday	10:30am to 6:00pm
Saturday	10:30am to 3:30pm