



324 Clark Street, Powassan, ON P0H 1Z0 ♦ Tel: 705-724-3618 ♦ Fax: 705-724-5525 ♦ www.powassanlibrary.com

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|-------------------------------|---|---------------------------------|--|
| Policy Type: | Services | Review(r)/Revision(R) Dates: | |
| Policy Title: | <i>Agreement for Powassan & District Union Public Library Kitchen Use</i> | | |
| Policy Number: | SERV-10 | | |
| Initial Policy Approval Date: | 23/11/2020 (M2020-) | | |

Definitions

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

Library facility: Health Unit approved Kitchen (Inspection # 940708401)

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 Kitchen 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 renting and/or using the kitchen (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 commits to having at least one person on hand who has food handler certification while any food is being prepared in the Library’s kitchen.
4. The signee will supply their own towels and dish cloths necessary for the food preparation and will take home their laundry. They can use the soap and cleaning supplies already there.

5. 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 kitchen and contents, 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.
6. 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.
7. 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.
8. 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.
9. No changes to any part of the premises, facilities, or contents shall be made by the signee or the signee's attendees without approval from the Library's CEO.
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). At no time, will paints and other craft materials be disposed of in sinks and toilets.
12. The kitchen is 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 rental.
13. The *Agreement* must be signed and payment received by the Library before the kitchen 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.
14. Any person or group that utilizes the kitchen on a regular scheduled date/time will have precedence over any other 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).
15. The Library Board or the CEO (or staff designate) reserves the right to deny or withdraw the use of the Library kitchen.

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

Currently fluctuating due to Pandemic

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 |