



## Oxford County Library System Room Rental Application and Agreement Form

In response to community need and in order to support community oriented activities, Oxford County Library, where practical, rents a library branch or room in a library branch for community use. All organizations or persons renting a library space must agree to abide by all Oxford County Library room use rules as outlined on page 2 of this form. Use of a library space by an organization or person constitutes agreement to abide by all room use rules regardless of whether or not the organization or person signs a copy of the rental application. The library assumes no responsibility for any loss, damage or injury suffered by persons on library premises unless due solely to the negligence of the library. Library programs and activities have priority in the use of library facilities. The library reserves the right to refuse a request for rental space or to rescind a previously approved request.

**Name of Applicant:** \_\_\_\_\_ **Telephone N°:** \_\_\_\_\_

**Organization Applicant Represents (as applicable):** \_\_\_\_\_

**Mailing Address of Applicant or Organization:** \_\_\_\_\_  
*(Street or Post Office/Municipality/Province/Postal Code)*

**Purpose of Rental:** \_\_\_\_\_

**Date Space is Required:** \_\_\_\_\_  
*(Month/Day/Year)*

**Specify Anticipated Start and Finish Times:** From \_\_\_\_\_  am  pm To \_\_\_\_\_  am  pm

**Applicable Fee (To Be Completed by the Library): \$** \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
*Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Branch Supervisor*

\_\_\_\_\_  
*Date*

### **Rules For The Use of Oxford County Library Rental Space**

1. Smoking is prohibited on library premises.
2. Alcoholic beverages must not be consumed or dispensed on library premises.
3. Food and beverages may be served by renters. Food preparation for events open to the public is subject to the provisions of the *Health Protection and Promotion Act of Ontario, Food Premises Regulations*. See <http://www.e-laws.gov.on.ca/index.html>.
4. Keys to meeting rooms and to library facilities are the property of Oxford County Library Board, and renters must pick up the key(s) from the Branch Supervisor during library hours. The Branch Supervisor must be kept informed of the name, address and telephone number of the person responsible for the key(s). Lost keys must be reported immediately to the Branch Supervisor. A charge will be levied against a group or person losing a key in order to offset the cost of changing locks. Community groups or persons receiving keys to a meeting room and/or facility must not duplicate the key(s) and will return the key(s) either upon demand from library staff or when the meeting room or facility is no longer booked.
5. Persons renting library space are responsible for the set up and arrangement of the space. No bookshelves, desks or tables may be moved or other significant re-arrangements undertaken without the permission of the Branch Supervisor. The facility shall be returned to the same condition as found or the group or individual will be charged the cost of cleaning and / or repair and may be denied further permission to rent facilities for a specified period of time by the Chief Librarian.
6. Renters shall not obstruct any portion of fire exits, entry halls or other ways of access to the premises.
7. Renters shall not affix any items to the walls of the premises nor put up advertising signs or decorations in the library halls and entry ways without prior approval of the Branch Supervisor.
8. Storage space is not regularly provided for community use. Branch Supervisors may allow storage of materials depending on space available in the library. Requests to store materials must be made to the Branch Supervisor and must be approved by the Branch Supervisor and the Chief Librarian or designate. Storage space must be applied for annually and will only be approved for one calendar year at a time. The library assumes no responsibility for any loss or damage to materials stored on its premises.
9. The library reserves the right to enter the premises at all times to ensure the event and use of the rental space conforms to all terms and conditions.
10. When functions terminate after library hours, the renter shall ensure that all directions for closing are followed.
11. Use of the premises does not imply endorsement by the Oxford County Library of the policies or activities of the renter. Renters may only use the library's name in promotional material to indicate the location of their event. Renters must ensure that the phone number of the organization or of an individual is listed on promotional material as a source for further information about the event.
12. Groups that use an established space in a library on an on-going basis may apply to the Chief Librarian to be considered "tenants". Tenants are managed through specific agreements approved by the Chief Librarian.
13. Renters shall not use or permit the premises to be used for any activity which violates any of the laws of Canada or of the Province of Ontario or of the local municipality including requests of police and fire authorities.
14. Renters must advise the library as soon as possible of the cancellation of a rental booking.
15. These rules are subject to change at anytime by the Oxford County Library.