



**Strathmore Municipal Library**  
 85 Lakeside Blvd.  
 Strathmore, AB T1P 1A1  
 403.934.5440  
 www.strathmorelibrary.ca  
 FAX: 403.934.1908

## STRATHMORE MUNICIPAL LIBRARY ROOM RENTAL CONTRACT

Lessee Name: \_\_\_\_\_ Name of Business/Group: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Library Staff Contact:** \_\_\_\_\_ **Date of original booking:** \_\_\_\_\_

Dates Booked***	Start Time (including setup)	End Time (including cleaning and take down)

\*\*\*Library programs are given first priority for the meeting room.

**Room Capacity:**

Standing Space	165 People
Space with non-fixed seats	88 People
Space with non-fixed seats and tables	69 People

**Equipment Available:**

10 (8ft) Rectangular Tables	20 Chairs*	1 Whiteboard
1 (4ft) Round Table	1 (3ft) Round Table	1 Overhead Projector
1 Coffee and Tea Pot **	1 Data Projector	2 Projection Screens
1 Videoconferencing Unit	1 VCR Player	1 DVD Player

\* Additional Chairs available at request.

\*\* Complimentary coffee and tea available with paid room rental.

**Please check one:**

<input type="checkbox"/> <b>Hourly</b>	<input type="checkbox"/> <b>Half Day (4-6 hrs)</b>	<input type="checkbox"/> <b>Full Day (6 + hrs)</b>
<b>\$10</b>	<b>\$35</b>	<b>\$60</b>

**AV Equipment Required:**

<input type="checkbox"/> <b>Data Projector, VCR, or DVD Player</b>	<input type="checkbox"/> <b>Videoconferencing Unit</b>
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Fees are due in advance, any additional charges will be invoiced.

## **RENTAL TERMS & CONDITIONS**

1. The lessee agrees to submit a \$50.00 deposit for rentals during the library's operating hours or a \$100.00 deposit for rentals after the library's operating hours. Reservations will be considered confirmed upon receipt of signed room rental contract and deposit. All rentals are handled on a first come, first served basis.
2. Cancellations must be received within 24 hours of room use or a \$20.00 fee will deducted from your deposit.
3. The individual or group booking the meeting room is responsible for setting up and putting away chairs and tables and any other equipment used. Staff will be responsible to set up and strike down of the videoconferencing unit.
4. The room must be clean and in the same condition as you found it. Furniture and equipment should be replaced in its original location.
5. In the event that equipment or furniture supplied by the library is damaged or stolen, the lessee will be responsible for the cost of the replacement or repair.
6. Smoking is not permitted.
7. Users may not disrupt the use of the library by others. Persons using the meeting rooms are subject to all library rules and regulations.
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 refuse or limit the use of the meeting rooms to any group.
9. The library cannot provide storage space for materials or equipment at any time. The library is not responsible for articles or equipment left in the room or any injuries.
10. The Library will not provide support personnel or materials. Users may pay for copies and/or supplies from the Library at the current posted rate.
11. After Hour Rentals: The lessee agrees to arrive 30 minutes prior to the library closing. This time will be included in the total rental time. The lessee takes full responsibility to secure meeting room doors and exterior doors to the Lambert Centre. Damages or losses occurring due to a failure to secure the meeting room and/or Lambert Centre exterior doors will be the responsibility of the lessee. The lessee must vacate premises no later than 10:30pm.
12. The lessee signing the contract must be eighteen (18) years of age or older and by signing this contract assume full responsibility and liability for the function and those involved. Any vandalism, rowdy behavior or extended use of allotted time may be subject to additional charges or loss of privileges.
13. When supplying your own liquor, you must obtain a liquor permit and post this license in the rented space. If you fail to do so, we will not allow liquor to be served. The library will require a copy of the liquor license.
14. The lessee agrees to indemnify and save harmless the Strathmore Municipal Library and the Town of Strathmore 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.

It is understood and agreed between the applicant and the Strathmore Municipal Library that the applicant has read the regulations governing the rental of the room and that the conditions contained therein will be observed.

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

**ORIENTATION CHECKLIST**

The Lessee (signed below) is responsible for communicating safety information to group.  
Performed prior to use (is posted in room)

- |  |  |
|--|--|
| <input type="checkbox"/> Phone Location – Use phone inside library                                       | <input type="checkbox"/> Setup & Take Down Procedures                                |
| <input type="checkbox"/> Emergency Response Procedures –<br>Use phone inside library and <b>Call 911</b> | <input type="checkbox"/> Staff Areas vs. Public Areas                                |
| <input type="checkbox"/> After Hours Phone: Lessee must provide<br>cell phone.                           | <input type="checkbox"/> Supplies & Equipment Verified                               |
| <input type="checkbox"/> Town of Strathmore After Hours Number:<br>403-934-5089 or 403-934-3133          | <input type="checkbox"/> Room Must be Clean and Returned to its<br>Original State.   |
|  | <input type="checkbox"/> Identify Fire Exits, Extinguishers and<br>Evacuation Routes |
|  | <input type="checkbox"/> Muster Point  |

I have received an orientation and understand the use of Library space.

\_\_\_\_\_  
Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date