

# Room Rental Application

Strathmore Municipal Library  
85 Lakeside Blvd. Strathmore, AB



Program Room

Updated: JANUARY 24, 2024

# Room Rental Application

## Strathmore Municipal Library

Phone: 403-934-5440

Fax: 403-934-1908

[www.strathmorelibrary.ca](http://www.strathmorelibrary.ca)

Complete application, print, initial, sign policy,  
return all documents. Can be scanned & returned  
via email, fax, in person, or mail.

### Staff Use Only:

Booking Fee PAID

☐

Room Rental PAID

☐

Date:

Date:

### APPLICATION INFORMATION

(Please print clearly)

**Name** (First & Last)

**Address:**

Street Address

City

Postal Code

**Phone:**

Primary: ( )

Secondary: ( )

**Email:**

Are you the on-site contact on the day of the event?

☐ Yes

☐ No

**Name of Contact:**

**Phone:** ( )

If you are Representing an ORGANIZATION or GROUP:

Non-profit?

☐

Yes

☐

No

**Organization/Group Name:**

**Organization/Group Address:** (if different than above)

Street Address

City

Postal Code

**Phone:**

Primary: ( )

Secondary: ( )

Are you the person that will be picking up the rental package for after-hours and Sunday rentals?

☐ Yes

☐ No

If not, please list the names of those who have permission to pick up the rental package.

1) \_\_\_\_\_

2) \_\_\_\_\_

	Yes	No
1. Will you need technology equipment?		
2. Is the event open to the general public?		
3. Are you selling anything, charging admission, or soliciting donations?		
If yes, please describe:		
4. Are you serving refreshments?		
5. Do you request to serve liquor?		

# FACILITY REQUEST

## Single Event Bookings

### Event Date #1:

\_\_\_\_\_  
Month      Date      Year

I want to have access to the room(s) from: *(fee based on these times)*

\_\_\_\_\_ to \_\_\_\_\_

My Program/Event times are:

\_\_\_\_\_ to \_\_\_\_\_

Estimated Number of Attendees:

\_\_\_\_\_

### Event Date #2:

\_\_\_\_\_  
Month      Date      Year

I want to have access to the room(s) from: *(fee based on these times)*

\_\_\_\_\_ to \_\_\_\_\_

My Program/Event times are:

\_\_\_\_\_ to \_\_\_\_\_

Estimated Number of Attendees:

\_\_\_\_\_

## Reccuring Bookings

### Start Date

\_\_\_\_\_  
Month      Date      Year

### End Date

\_\_\_\_\_  
Month      Date      Year

**Repeat:** *(please circle one)*

Daily      Weekly      Monthly

**Day of the Week** *(please circle one)*

Mon      Tues      Wed      Thurs      Fri      Sat

I want to have access to the room(s) from: *(fee based on these times)*

\_\_\_\_\_ to \_\_\_\_\_

My Program/Event times are:

\_\_\_\_\_ to \_\_\_\_\_

Estimated Number of Attendees:

\_\_\_\_\_

## **FEE SCHEDULE and CAPACITY LEVELS**

<b>Room</b>	<b>Cost per Hour</b>	<b>Daily Maximum</b>	<b>Non-refundable booking fee</b>	<b>Capacity with Chairs</b>	<b>Capacity with Tables &amp; Chairs</b>
<b>Program Room</b>	<b>\$20.00</b>	<b>\$160.00</b>	<b>25% of total rental fee</b>	<b>160</b>	<b>100</b>

## **TERMS and CONDITIONS**

1. Renters must adhere to all the Library's rental room regulations. Noncompliance will result in the loss of rental room privileges.
2. Reservations will be considered on a first come, first served basis. A tentative booking will be held for no more than three open library days pending receipt of contract and credit card information.
3. Users of the rental rooms must observe all the Library's regulations related to facilities and accept financial responsibility for all damages to the Library, furniture, and equipment.
4. After Hour Rentals: The renter takes full responsibility for damages or losses of items within rental room, art gallery, and library lounge areas. The renter takes full responsibility to secure the Lambert Centre. Damages or losses occurring due to a failure to secure the Lambert Centre will be the responsibility of the renter. The renter must vacate the premises no later than 10:00pm unless agreed otherwise.
5. Attendance must not exceed the posted capacity of the rental room being used: Program Room (160).
6. To ensure fire safety, at no time shall any exits be locked, covered, or obstructed during the event.
7. Children and youth must always be supervised by a responsible adult.
8. Library staff is not available to supervise, nor help with any non-library activities or meetings.
9. Users may not disrupt the use of the library by others. Persons using the rooms are subject to all library rules and regulations.
10. Granting permission to use the rooms 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 rental rooms to any group.
11. 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 rooms or any injuries.
12. Neither the Strathmore Municipal Library nor the Town of Strathmore is responsible for loss or damage to property left in the rental rooms by the renter and attendees.
13. Any person or group using the rental rooms of the Strathmore Municipal Library agrees to indemnify and hold harmless the Strathmore Municipal Library and the Town of Strathmore from any and all actions or suits relating to its use of the rental rooms.
14. Exceptions to the policy and regulations must be approved by the Director of Library Services.

## ADDITIONAL TERMS AND CONDITIONS

### HOURS

1. \_\_\_\_\_ **(Initial)** The requested reservation hours must include time for any of your group's setup and cleanup needs. **These times must be booked in a minimum of 15-minute increments.** No individuals associated with your event will be admitted to the room/s before the access time contracted and must vacate the room/s by the contracted ending time.
2. The Library will attempt to accommodate requests to change the date and hours in the rental contract; however, the Library reserves the discretion to deny such requests.

### SET UP AND CLEAN UP RESPONSIBILITIES

1. \_\_\_\_\_ **(Initial)** The renter is responsible for setting up the room.
2. Set-up and Clean-up time must be included in rental time and cost.
3. Renter will be required to clear off, wipe down, and put away all used tables and chairs.
4. The library will provide chairs and tables for the rental rooms. Program Room (Twenty 5' Tables, Four 8' Tables, & 100 chairs). The renter will be responsible for providing additional chairs and tables if needed.
5. At no time may groups nail, staple, or glue materials or decorations to ceilings, walls, painted surfaces, or floors. Painters tape may be used to affix items to the walls.

### FOOD and KITCHEN USE

1. \_\_\_\_\_ **(Initial)** All preparations of refreshments must be made in the kitchenette area.
2. No food or beverages may be stored in the Library's refrigerator/freezer other than the day of the scheduled meeting.
3. \_\_\_\_\_ **(Initial for Program Room rental)** The renter is responsible for wiping down the kitchen counter, microwave, stove, and refrigerator. CAUTION: Do not clean top of kitchen stove when still hot.

### ALCOHOL and SMOKING

Renters serving alcoholic beverages of any kind **MUST** obtain an alcohol permit. This permit will be posted in the rented space. Failure to comply will result in prohibition of the alcohol. The library will require a copy of the liquor license.

1. If serving alcohol, the renter accepts the responsibility for the use of the alcohol in the Library and agrees to prohibit the use of alcohol by minors.
2. Smoking (including the use of e-cigarettes), is not permitted inside the Library.

### **PAYMENT OF FEES and DEPOSIT RETURN**

1. \_\_\_\_\_ **(Initial)** Reservations will be considered confirmed upon receipt of signed room rental application and credit card information. All rentals are handled on a first come, first served basis.
2. The renter shall be liable for all costs for restoring or replacing damaged or lost items.

### **CHANGES and CANCELLATIONS**

1. \_\_\_\_\_ (Initial) Cancellations made up to 1 week (7 days or more) prior to the booking will receive full refund less the booking fee. Cancellations made less than one week before the booking will be charged 50% of the rental fee (less the booking fee).
2. \_\_\_\_\_ (Initial) Please note that the Program and Meeting Rooms are the Primary Emergency Coordination Centre for the Town of Strathmore. As emergencies cannot be planned, we will endeavour to provide as much notice as possible; however, there will be times when the space will be required with little or no notice. Please be advised that if a booking is cancelled due to an emergency that requires Town coordination and support, the renter will receive a full refund.

### **AFTER HOUR RENTALS**

1. After hour rentals will be required to sign a separate key and passcode form before keys will be released to renter.
2. Keys must be picked up during regular library hours and returned (in the envelope provided) in the outdoor box drop after building has been secured.
3. The person picking up the key will be held responsible for the care and control of the key as well as the security of the room.
4. Note: As after hour rentals are outside of regular library hours, the library cannot guarantee snow removal around the exterior of the library building.

*My signature below signifies that I am the responsible party for this reservation request and that I affirm all the above information is accurate and complete. If there are any changes in the above information, I will immediately notify the Strathmore Municipal Library.*

*I have read, initialed, and agree to abide by all the conditions contained herein and understand that I will be responsible for all costs the Library may incur as a result of any failure to fully comply with all of these conditions. I agree to hold harmless, the Town of Strathmore and Strathmore Municipal Library, its elective and appointed boards, commissions, officer, agents, and employees for any injury or loss incurred by those using the facilities requested.*

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Name and Title (please print)

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Signature

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Date

## Room Rental and Booking Fee Billing

Our billing procedures have changed. We will no longer be manually charging credit card payments for room rentals. Booking fees and room rental charges may be paid in person at the Strathmore Municipal Library or online through credit card invoicing. Please indicate your preferred payment option.

- ☐ Please bill me online for my payment(s).
- ☐ I will make my payment(s) in person at the library. I understand that payment of the booking fee must be received within 72 hours to book the space.

# Credit Card Security Deposit

## Authorization Form

By signing this form, you authorize the Strathmore Municipal Library to process the below credit card for full payment against damages and/or overtime charges in association with your room rental agreement. No credit card debit will occur if no costs are incurred.

### Credit Card Information

Cardholder Name (as printed on card): \_\_\_\_\_

Account Type: ☐ Visa ☐ Mastercard

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

CVVs (3 digit number on back of Visa/MC): \_\_\_\_\_

### Billing Information

Company Name (if applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby authorize the Strathmore Municipal Library to process the above credit card for full payment against any damages and/or overtime charges in association with the room rental. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms and conditions identified in the Library Room Rental policy.

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

\_\_\_\_\_  
Date:



## Strathmore Municipal Library Rental Facilities

### **PROGRAM ROOM CLOSING & SIGN OUT CHECKLIST**

Please complete all tasks and return this signed form to the front desk to notify them of your departure from the building. For after hours rentals, please place form in envelope provided and deposit into the after hours drop box.

	<b>Task</b>	<b>Initial</b>
1.	Shut down and/or turn off all technology equipment.	
2.	Clear and wipe all used tables & chairs.	
3.	Return all tables & chairs to designated storage areas.	
4.	Clear and wipe kitchen counter, microwave, stove, and refrigerator.	
5.	Deposit all trash and recyclables in appropriate bins. Trash will be removed from the room by staff.	
6.	Sweep floors	
7.	Remove all decorations and signage, inside and outside.	
8.	Close all doors upon exit.	

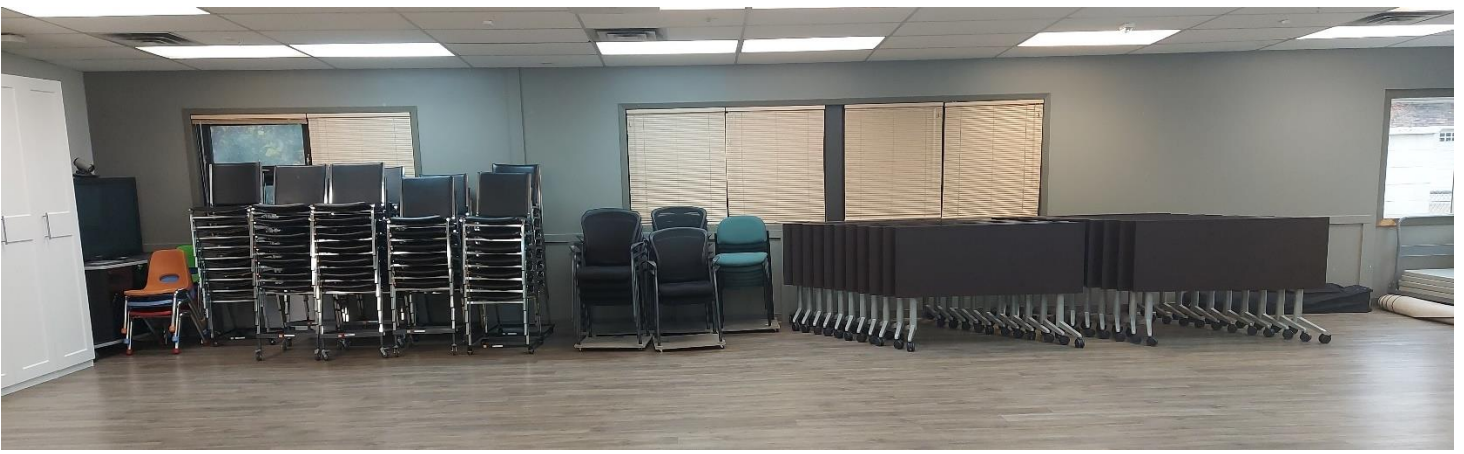
<b>Please provide your feedback on the following:</b>	<b>Yes</b>	<b>No</b>
The condition of the room was clean and presentable.		
All materials were provided as requested.		
Comments		

Name: *(please print)*

Signature:

**In order to keep our room clean and tidy for the next renters, we are asking you return all tables and chairs to their proper storage areas.**

**See next page for reference images.**



All vinyl chairs are to be returned to metal trolleys according to the **colour of the sticker** attached to the front and top of the chair. Trolleys are also labelled with a sticker that **should coordinate** with the colour of stickers on the chairs stacked on that trolley.



Chairs can be stacked **up to 8 chairs high**. Please **leave the last chair on the metal trolley** to assist with proper re-stacking and ensure the front of the chairs face the **FRONT** label on the trolley **to avoid tipping**.



All fabric chairs are to be returned to wooden trolleys. **Black chairs** can only be **stacked 4 chairs high**. All green chairs can be stacked on one trolley.