

4.3 Terms and Conditions for use of Public Meeting Space

The Coaldale Public Library building is owned by the Town of Coaldale and governed by the Town of Coaldale Library Board. The Board leases the McCain Gallery and small meeting room to individuals, groups and organizations for community, education, literacy, social, recreational and cultural use during the hours the Library is open to the public.

1. The act of leasing space in the Library does not constitute endorsement by the Board of any policies or beliefs of the individuals, groups and organizations leasing space.
2. Lease arrangements are made through the Head Librarian. The Library's Room Rental Agreement must be signed (Schedule E) and fees must be paid to confirm a booking.
3. A user of leased space in the Library must:
 - a. sign the Library's Room Rental Agreement prior to the use of space
 - b. follow all Library Policies
 - c. set up and put away chairs, tables and any other furniture or equipment used
 - d. leave the leased space in a neat condition and in the order in which it was found
 - e. remove all items brought into the Library immediately after the lease period
 - f. leave all equipment leased from the Library in proper operating condition
 - g. only use "blue tack" to attach materials to the walls in the leased space (materials may be attached to the picture track or whiteboard with masking tape)
 - h. provide their own general office supplies such as blue tack, masking tape, scissors, markers, extension cords, flip chart paper, overhead slides
 - i. compensate the Library for all damages occurred in the Library during the lease period and any janitorial clean-up required as a result of the lease
 - j. not allow smoking in any form or consumption of alcoholic beverages
 - k. keep noise level at a volume which does not disturb other Patrons.
4. The Library will not:
 - a. take responsibility for items a user brings into the Library for the purposes of the meeting
 - b. provide catering, dishes, utensils and clean-up
 - c. provide any equipment other than that listed on the Agreement for Use.
5. Invigilation service is available. Examination times will be determined by the student and Head Librarian. A fee is payable by the student to the Library.
6. See attached Schedule E for lease rates and fees and Schedule F for the Room Rental Agreement.

Schedule E

Rental Charges: McCain Gallery & Small Meeting Room
Invigilation Fee



Rental Charges

Non-refundable deposit may be required.

Payment required at time of rental.

Rental Hours: Monday – Thursday 9 am – 9 pm
Friday 9 am - 5 pm
Saturday 11 am - 5 pm

McCain Gallery Rentals				
Group type	Costs:	Up to 2 hours	4 hours	Full day
Commercial Use		\$37.50 + GST	\$75.00 + GST	\$112.50 + GST
Non-Commercial meetings, non-profit groups, community use, etc.		\$25.00 + GST	\$50.00 + GST	\$75.00 + GST
School or Adult Community Learning groups		50% of above (non-commercial) rate + GST		
Small Meeting Room				
All groups		\$7.00 per hour + GST		\$56.00 + GST

Further fees will be charged for non-compliance of any provision of the Room Rental Agreement.

In special circumstances the above fees may be waived at the discretion of the Board.

Invigilation Fee

Invigilation Fee	\$20.00	
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Room Rental Agreement

Leased Space:

McCain Gallery

Meeting room

Date requested: _____

Time: _____

Name of User: _____

Contact name: _____

Address: _____

Phone: _____

Type of event: _____

Rental rate:

Commercial: _____

Non-profit: _____

Educational: _____

Waived (only available by application to the Town of Coaldale Library Board)

Add 5% GST _____

TOTAL: _____

I/We, as User, agree to the following terms:

1. If leasing the McCain Gallery, as indicted above, the User has access to ONLY the McCain Gallery and adjacent washroom facilities.
2. If leasing the Meeting Room, as indicated above, the User has access to ONLY the Meeting Room.
3. The User has access to the Leased Space ONLY during the time stated on this Room Rental Agreement.
4. The User must supply adequate supervision of children.
5. The User is responsible for the behaviour and conduct of all spectators, participants and others associated with the User and the Leased Space.
6. The User is financially responsible to the Board for all loss or damage to the equipment or facilities by any person or persons admitted to the Library on behalf of the User during the period of the lease, and for any additional janitorial clean up required in returning the Leased Space to the state it was in prior to rental.
7. The Library will not set up the Leased Space for the purposes of the User.
8. The User will leave the Leased Space in the order and condition in which it was prior to use by the User, unless otherwise directed noted in writing hereon. Failure to do so will result in an additional \$50 charge.

9. The Library is not responsible for providing general office supplies such as blue tack, masking/scotch tape, scissors, markers, extension cords, flip chart paper, overhead slides etc.
10. Catering, associated dishes, utensils and clean-up are not provided by the Library.
11. The Library and the Board assume no responsibility for the safety, loss or damage of articles owned by the User or participants.
12. The decision of the Board is final in all matters pertaining to the use of Leased Space and equipment.
13. The User must indemnify and save harmless the Town of Coaldale and the Town of Coaldale Library Board from and against all liability whatsoever resulting from injury or damage to any persons or any property during the use of the Leased Space. The User understands and agrees that neither the Town of Coaldale nor the Town of Coaldale Library Board provide property or liability insurance to the User.

_____ Date: _____
 Signature of User

_____ Date: _____
 Signature of Head Librarian

Rental rate: Commercial: _____ Non-profit: _____
 Educational: _____
 Waived (only available by application to the Town of Coaldale Library Board)
 Add 5% GST _____ TOTAL: _____

**Payment is due at the time of signing the Room Rental Agreement.
 Please make cheques payable to Town of Coaldale Public Library.**