



Room Rental Agreement & Regulations

Renter Information (Please print)

Organization _____

Billing contact _____

Billing address _____

Postal code _____ Phone home/cell _____

Business phone _____ Email _____

Type of Organization

Community group Non-profit Commercial Government Individual

Non-profit organization # _____

Event Information

Date _____ Room booking time (START / STOP) _____

Event title _____ Event time (START / STOP) _____

Event description (content/topic) _____

Presenter / Speaker(s) _____

Number of people _____

Is the event open to the public? Yes No

Is admission to be charged? Yes No

Are items going to be available for sale? Yes No

If yes, please describe:



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Location

Alice Turner Library

- 110 Nelson Rd / 306.975.8127
- Auditorium (capacity 95)
- Meeting Room (capacity 60)

Cliff Wright Library

- 1635 McKercher Dr – Lakewood Civic Centre / 306.975.7550
- Auditorium (capacity 100)
- Meeting Room (capacity 30)

Dr. Freda Ahenakew Library

- 100–219 Ave K S / 306.975.7508
- Meeting Room (capacity 45)

Frances Morrison Central Library

- 311 23rd St E / 306.975.7558
- Theatre (capacity 192)

J.S. Wood Library*

- 1801 Lansdowne Ave / 306.975.7590
- Auditorium (capacity 70)
- *Auditorium and washrooms are not wheelchair accessible.
- * No microphone available at this location

Mayfair Library

- 602–33rd St W / 306.975.7591
- Community Room (capacity 42)

Round Prairie Library

- 170–250 Hunter Rd / 306.986.9700
- Meeting Room (capacity 40)

Rusty Macdonald Library

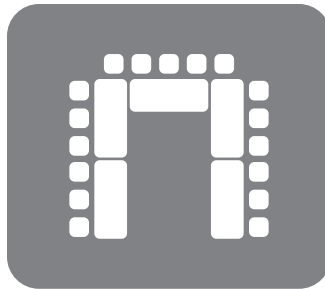
- 225 Primrose Dr – Lawson Civic Centre / 306.975.7600
- Meeting Room (capacity 40)
- Auditorium (capacity 100)

Room Set-up & Amenities

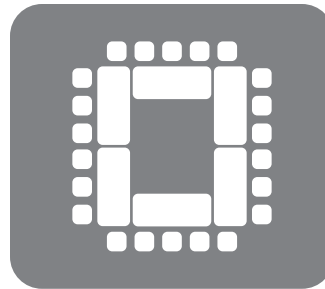
Lecture



U-shape



Boardroom



Classroom



- Coffee maker (supplies not included)
- Podium
- Screen
- Microphone (not at J.S. Wood)
- Piano (only at FMCL)

All facilities include WiFi.

Payment Details (Please refer to saskatoonlibrary.ca/services/room-rentals/ for current rates)

Rate _____

GST (5%) _____ PST (6%) _____ GST registration #119415123

TOTAL _____

Payment method Cash Debit Cheque (Make payable to: Saskatoon Public Library)



Room Rental Agreement & Regulations

1. All meetings and events must be conducted in a manner consistent with SPL's *Safe Use & Conduct Bylaw*.
2. SPL will not knowingly permit a renter to use the Library in contravention of the *Criminal Code of Canada*.
3. Rentals will be denied where there is deemed to be a likelihood of physical hazard to participants or audiences, misuse of premises or equipment, disruption in the Library's ability to provide service, or interference with patrons using the Library. Past misuse or non-payment of fees is sufficient grounds for denial of an application.
4. Renters must adhere to legislated fire and safety codes as posted in the rooms. Open flame is not permitted.
5. Smoking, vaping and alcoholic beverages are not allowed in the Library. Food is not allowed in the Theatre at Frances Morrison Central Library.
6. All materials brought into the Library are the sole responsibility of the renter. SPL assumes no responsibility for the theft, damage, removal or any other occurrence involving the renter's property.
7. The renter assumes all risks associated with the premises. The renter will at all times save, defend, hold harmless and fully indemnify the Library against any claim of personal injury or property damage suffered on or about the premises made by the renter; the renter's servants, agents, employees or members; or by any guest, patron, participant or any other third party permitted on or about the premises by the renter.
8. SPL requires prepayment of room rental charges. The Library renting the room must receive the application and the accompanying rental fee within seven Library-open business days of the booking. If the application and prepayment have not been received during that time, the booking will be cancelled. See SPL's website for current rates.
9. Renters can cancel their booking up to one week in advance with a full refund. Refunds may not be issued if the booking is cancelled within one week of the scheduled event.
10. Rooms can be booked up to three months in advance.
11. Rates charged are flat rates for any portion of the time used.
12. Access to the rooms will be granted at the beginning of the time specified in the contract and can be occupied up until the specified end time.
13. SPL will charge for any damage to the rented rooms and any other Library rooms or spaces associated with the rental.
14. Renters must leave the room in the condition in which it was rented. If the room needs to be cleaned after an event, the renter will be charged for the cleanup costs.
15. If there are costs for security, the renter will pay them.
16. The nature of the event, topics for discussion, names of speakers and their organization affiliations, and items for sale, including fundraising items, must be disclosed at the time of the booking. If changes are made to the event after the booking is made, the Library must be advised.
17. Use will be denied where there is deemed to be a misrepresentation of the nature of the event.
18. Rooms cannot be booked for the purpose of political campaigning.
19. SPL does not endorse the views represented by a renter. Promotional materials must not imply SPL sponsorship.
20. Advertising or promotional material for the event must include the Library's proper name, Saskatoon Public Library, as well as the name of the branch and its proper municipal address. The renter cannot use SPL's logo.
21. The renter must get SPL's permission to post a notice of the event in the Library. Permission will not be granted if the renter charges admission or fees for the event.
22. SPL reserves the right to cancel a booking.

Signature _____ Date _____

LIBRARY USE

SPL employee received:

Signature _____ Date _____