



# Room Rental Agreement & Regulations

## Renter Information (Please print)

Organization \_\_\_\_\_

Billing Contact \_\_\_\_\_

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

Postal Code \_\_\_\_\_ Home / Cell Phone \_\_\_\_\_

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 Branch

110 Nelson Rd / 306.975.8127

- Auditorium (capacity 95)
- Meeting Room (capacity 60)

### Cliff Wright Branch

1635 McKercher Dr–Lakewood Civic Centre / 306.975.7550

- Auditorium (capacity 100)
- Meeting Room (capacity 30)

### Dr. Freda Ahenakew Branch

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 Branch\*

1801 Lansdowne Ave / 306.975.7590

- Auditorium (capacity 70)

\*Auditorium and washrooms are not wheelchair accessible.

### Mayfair Branch

602–33rd St W / 306.975.7591

- Community Room (capacity 42)

### Round Prairie Branch

170–250 Hunter Rd / 306.986.9700

- Meeting Room (capacity 40)

### Rusty Macdonald Branch

225 Primrose Dr–Lawson Civic Centre / 306.975.7600

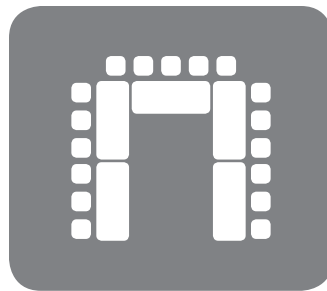
- Meeting Room (capacity 40)
- Auditorium (capacity 100)

## Room Set-up & Amenities

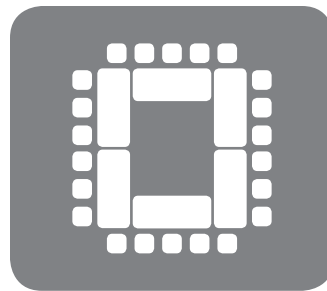
Lecture



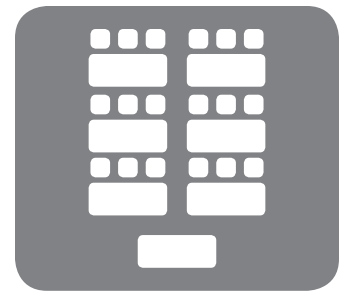
U-shape



Boardroom



Classroom



Coffee Maker (supplies not included)  Podium  Screen  Microphone  Piano (only at FMCL)

All facilities include WiFi.

## Payment Details (Please refer to [saskatoonlibrary.ca/room-rentals](https://saskatoonlibrary.ca/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 the Saskatoon Public Library (SPL) Board's Safe Use Bylaw.
2. All materials brought into the library to be used in rented library facilities are the sole responsibility of the renter. SPL, in making rental facilities available to the public, assumes no responsibility for the theft, damage, removal or any other occurrence involving the renter's property during its library occupancy.
3. 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 booking. If any changes are made to the event after the booking is made, the library must be advised.
4. Use will be denied where there is deemed to be a misrepresentation.
5. Use 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.
6. SPL does not endorse the views represented by any group booking its rooms. Promotional material must not imply SPL sponsorship.
7. Individuals or groups using meeting rooms must adhere to legislated fire and safety codes as posted in the meeting rooms. No open flame is permitted.
8. SPL requires prepayment of meeting room charges. This application must be accompanied by the total rental fee and must be received by the SPL location renting the room within 7 library-open business days of booking. If this application and prepayment have not been received during that time, your booking will be cancelled.
9. If the renter cancels the booking, money will not be refunded unless at least one week's notice is given.
10. Access to the rooms before rental hours is not possible. Rooms must be vacated at the time specified in the contract.
11. SPL reserves the right to cancel a booking.
12. Rates charged are flat rates for any portion of the time used.
13. SPL will charge for any damage to the rooms, and any other library rooms or spaces associated with the rental.
14. Smoking and alcoholic beverages are not allowed in any SPL facilities. No food or drink is allowed in the Theatre at Frances Morrison Central Library.
15. Renters are responsible for leaving the room in the condition in which it was rented. If SPL is required to clean up following a meeting, the renter will be charged the clean-up costs.
16. Rooms may not be booked for the purpose of political campaigning.
17. SPL will not knowingly permit any individual or groups to use its facilities in contravention of the Criminal Code of Canada.
18. The renter assumes all risks associated with the premises and the renter will at all times save, defend, hold harmless and fully indemnify the library for any claim made by the renter, its servants, agents, employees or members, or by any guest, patron, participant or any other third party permitted on the premises by the renter for personal injury or property damage suffered on or about the premises.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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## LIBRARY USE

SPL Staff Received:

Signature \_\_\_\_\_ Date \_\_\_\_\_