

Ajax Public Library - Facility Rental Agreement 55 Harwood Avenue South Ajax, ON L1S 2H8 Contact: Corporate Services Assistant - 905-683-4000, extension #8820					
Name:				Date:	
Company/Organization:					
Type of Event:		Alcohol Use: Check one: <input type="checkbox"/> Yes <input type="checkbox"/> No			
		Expected Attendance:			
<input type="checkbox"/> Rotary Full <input type="checkbox"/> Rotary w/Kitchen <input type="checkbox"/> Rotary w/o Kitchen <input type="checkbox"/> Meeting Room "C" <input type="checkbox"/> Exam <input type="checkbox"/> Meeting Room "D" (staff only) <input type="checkbox"/> Children's Program Room (staff only)					
Telephone:		Address:			
E-Mail:					
Time(s):		Date(s):		Exam Instructions:	
Charges:		<input type="checkbox"/> Amenities (\$) <input type="checkbox"/> Insurance (\$) <input type="checkbox"/> Room (\$) <input type="checkbox"/> Security (\$)			Total:
Payment:		<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Debit			Received by:

Terms and Conditions:

- A 90% refund of the booking fee will be made if the booking is cancelled a minimum of seven (7) calendar days in advance. The full amount will be charged if less than seven (7) days notice of cancellation is made.
- It is the Agreement holder's responsibility to ensure the facility is left in a clean and orderly condition, and further that he or she will be responsible for any missing or damaged equipment.
- Those using the facility do so with the understanding that any art display, bulletin boards, counters, and walls may not be removed, altered, or covered in any way.
- Existing furniture, including the Library's piano cannot be removed.
- Groups or individuals booking the meeting rooms are responsible for any charges resulting from furniture, building or equipment damage or loss.
- The sale of goods is not permitted on the Library's premises unless prior approval is given by the Library.
- The Library assumes no responsibility for lost or stolen articles belonging to any group or individual using the meeting rooms or attending a program or meeting.
- The Library will not store items or materials for users in advance. All items, including catering, associated dishes, and utensils must be removed immediately after the event.
- No smoking, lighting of candles, or burning of any other materials is permitted in the Library or its meeting rooms.
- Reasonable noise levels must be observed during events. All doors must be kept closed during events taking place during the Library's open hours in order to control noise levels.

The renter is responsible for the conduct and supervision of all persons using the Library facility, pursuant to the Facility Rental Agreement, and shall ensure all Terms and Conditions of the Agreement are observed. Vandalism, littering, abusive behavior and language, interference with Library business, and alcohol use without a license, shall be deemed as just cause to cancel the Facility Rental Agreement and/or deny future rental agreements.

I have read and agree to abide by the Ajax Public Library - Facility Rental Agreement. I have read and agree to abide by the Municipal Alcohol Policy, and the Liquor License Act of Ontario. I will provide the Ajax Public Library with a copy of the Special Occasion Permit.

The Library reserves the right to limit or refuse usage of facilities at the discretion of the Chief Librarian and Executive Officer.

Form: LIB-016	Revised: 16/02/05
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Signature: _____

Date: _____

Did you download this from the DMS today? If not, please ensure its currency prior to use.

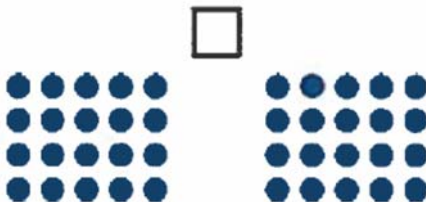
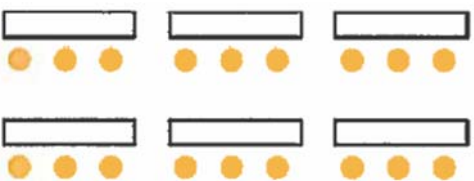
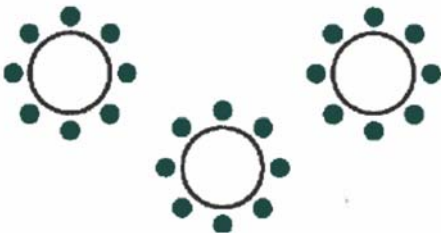
Printed on: February 11, 2016

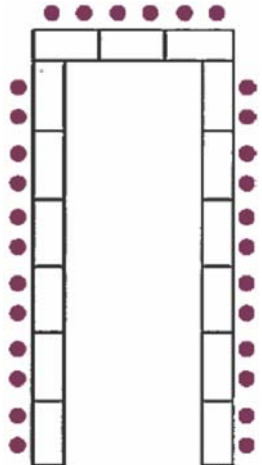
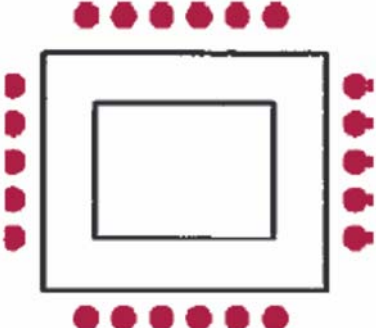
Facility Rental Set-Up Selection

Organizer:		Date(s):	
Program:			

Room:	<input type="checkbox"/> Rotary - Full <input type="checkbox"/> Rotary - A <input type="checkbox"/> Rotary - B <input type="checkbox"/> Meeting Room C <input type="checkbox"/> Meeting Room D (staff only) <input type="checkbox"/> Children's Program Room (staff only)
Amenities:	<input type="checkbox"/> Portable Projector (Rotary B) <input type="checkbox"/> LCD Projector (Rotary A) <input type="checkbox"/> Hearing Assistance <input type="checkbox"/> Flip Charts <input type="checkbox"/> Piano <input type="checkbox"/> Podium + Microphone (Rotary A)
Furniture Available:	Room A - 9 Round, 6 Rectangular (2.5 x 5), 4 Rectangular (2.5 x 6), 65 Chairs Room B - 6 Round, 6 Rectangular (2.5 x 5), 4 Rectangular (2.5 x 6), 60 Chairs

Please select the room set up style:

<p>Theatre</p>  <p>Chairs: Tables:</p>	<p>Classroom</p>  <p>Chairs: Tables:</p>	<p>Banquet</p>  <p>Chairs: Tables:</p>
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<p>Boardroom</p>  <p>Chairs: Tables:</p>	<p>Group Discussions</p>  <p>Chairs: Tables:</p>	<p>Other</p> <p>Chairs: Tables:</p>
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