



37907 Second Avenue  
PO Box 1039, Squamish, B.C. V8B 0A7  
www.squamish.bc.libraries.coop  
604.892.3110

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

Library Staff User: \_\_\_\_\_

*Aox Tanoyop Tse-Tsob*  
*(pronounced Ay yuk ta Noyup Tsce Tsob)*

## Library Meeting Room Rental Contract

Permission granted to: \_\_\_\_\_  
Name of organization (Applicant)

\_\_\_\_\_  
Name of Contact Person (Group Representative)

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

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

To use the Squamish Public Library Meeting Room at 37907 Second Avenue, Squamish, BC V8B 0A7

On the following:	Date(s):	Time(s):	
Event Type: _____	Date: _____	From: _____	To: _____
Event Type: _____	Date: _____	From: _____	To: _____
Event Type: _____	Date: _____	From: _____	To: _____
Event Type: _____	Date: _____	From: _____	To: _____
Event Type: _____	Date: _____	From: _____	To: _____
Event Type: _____	Date: _____	From: _____	To: _____

### This section to be completed by Library Staff

Total Hours	_____ \$25/hour	Total rental fee	_____
Additional Staffing	_____ \$100/hour	Staff costs	_____
Insurance	_____ Rate Varies**	Total insurance	_____

Non- Refundable Deposit Required (25% of booking)

Deposit Received: \_\_\_\_\_ Date \_\_\_\_\_ Less deposit \_\_\_\_\_  
Deposit Received by: \_\_\_\_\_ Initial \_\_\_\_\_ Balance owing \_\_\_\_\_

\*\* Insurance rate varies by meeting room use activity. Ask to speak with Office Administrator, Hannah or email [hpeirce@squamish.ca](mailto:hpeirce@squamish.ca), regarding booking the meeting room and insurance purchasing options.

Your booking will not be finalized until this application is signed by both the applicant and the Library, deposit received, and insurance requirements complete.



**Meeting room booking information:**

The meeting room may be rented out at the rate of \$25/hour:

Monday to Thursday	9 a.m. - 8 p.m.
Friday	9 a.m. - 5 p.m.
Saturday and Sunday	10 a.m. - 4 p.m.

**NOTE:** The District of Squamish may use the meeting room without charge (if available) Monday to Thursday 9 a.m. - 6 p.m. and Friday 9 a.m. - 5 p.m. Regular rates apply for any other booking times.

We charge in half-hour increments and allow 10 minutes for set-up and clean-up time at no charge. Longer set-up or clean-up times must be included in your paid booking. Upon approval of the Director of Library Services, the room may be booked for times other than these but the rate may be \$125 per hour, if staff overtime is required.

**Equipment available upon request:**

- Included in
  - 10 cup coffee maker, kettle, and tea pots (bring your own coffee/tea supplies)
  - 24 water glasses, 24 coffee/tea mugs, and 2 water pitchers
  - White board (bring your own white board markers)
  - Flip chart (bring your own pens and flip chart paper)
- Data Projector & Sound System (We highly recommend arranging to test your computer and presentation with our system well in advance of your booking. Our system uses HDMI or VGA and audio ports. )
- By Additional Charge
  - Portable Data Projector - off site use \$50 per 24 hour period

**RENTAL AGREEMENT - Squamish Public Library Meeting Room**

A.

The Applicant shall be responsible legally, financially, and otherwise for any damage to the said premises as a result of the use and occupation thereof under this agreement excepting always liability arising out of the independent negligent acts of the District of Squamish or the Squamish Public Library.

B.

The Applicant agrees that they will indemnify and save harmless the District of Squamish and the Squamish Public Library and their officers, employees, servants, agents, successors, and assigns from and against any and all claims whatsoever including all damages, liabilities, expenses, costs, including legal or other fees incurred in respect of any such claim, or any cause or proceeding brought thereon arising directly or indirectly from or in connection with the granting of use of the said premises excepting always liability arising out of the independent negligent acts of the District of Squamish or the Squamish Public Library.

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### **Responsibility of Applicant:**

- \* On arrival, check in with circulation desk staff, pay for the balance of your rental, and ask to be let into the room.
- \* The premises shall be left undamaged and in a reasonably clean and tidy condition, so that the premises are left in the condition they were received. Do not use tape, pins, or glue on the walls. Additional charges may apply if not left clean and tidy. Any damage to the facility will be paid for in full at a cost determined by the Library Board.
- \* Set-up of equipment, tables, chairs etc. is the responsibility of the user. When finished, please restack chairs and let circulation staff know you are done in the meeting room.
- \* A valid liquor permit for functions serving liquor is required, a copy to be filed with the District before the event.
- \* Failure to comply with the regulations and conditions will result in cancellation.
- \* The Applicant is required to remove all items belonging to the Applicant at the end of time of their rental contract. Items left will be disposed of immediately at the discretion of the Library.
- \* The Applicant shall not permit any other person, group or organization not named in the Rental Agreement to use the said premises without written authorization from the Library.
- \* The Applicant warrants and represents that if he/she signs this license on behalf of a group or organization, the Applicant has sufficient power, authority and capacity to bind the group or organization with his/her signature.
- \* The Applicant must ensure that the rental is finished at the scheduled time, otherwise any extra time will be charged to the user based on the rental costs and/or any applicable staff costs including staff overtime, if required.
- \* Activities must be contained to the library meeting room at the Squamish Public Library.
- \* The Applicant will comply with all federal, provincial, and municipal legislation.
- \* Activities should be orderly and not disrupt the operations of the library. The library reserves the right to refuse or cancel a meeting room booking if there is potential for disruption to library operations.

### **Insurance:**

To use the meeting room at the Squamish Public Library, you are required to obtain a Liability Insurance Policy with a minimum value of:

\$2,000,000 (2 million dollars) for all events, and; \$5,000,000 (5 million dollars) to include an "endorsement" for "host liquor liability" for a liquor licensed event.

The insurance must name the **District of Squamish** as "**additional insured**" and a Certificate of Insurance must be provided to the District prior to the event. All Certificates of Insurance must also include a 30 day insurance policy cancellation clause.

Insurance can be purchased through <https://www.eventpolicy.ca/>. On this site the customer enters in the details of their event, a quote comes up, then the customer accepts and pays. The insurance certificate is automatically sent to the District of Squamish.

Ask to speak with Office Administrator, Hannah or email [hpeirce@squamish.ca](mailto:hpeirce@squamish.ca), regarding booking the meeting room and insurance purchasing options.

### **Applicant Insurance Provided by:**



**Publicity:**

All publicity for the event is the responsibility of the renter. Advertising of meetings or events taking place in the Library meeting room must not imply endorsement by the Library of the content of the program or event. Marketing/promotion must use the wording "Squamish Public Library Meeting Room". The library's logo may not be used without the express written consent from the Director of Library Services. The Board endorses the Canadian Library Association's Position Statement on Intellectual Freedom and takes no position on the views, ideas, or opinions of the organizations booking the library meeting room.

**Billing Agreement:**

I, the undersigned, do hereby jointly, severally and personally guarantee the prompt payment of any and all indebtedness of the Applicant to the Library according to the terms thereof. In the case a suit or action is instituted to collect any portion of an account owed by any parties to the agreement, I promise to pay such additional sums as the court may judge reasonable, including attorney's fees.

My signature below indicates that I have read, understood and agree to abide by the terms, conditions and regulations of this agreement. I consent to the Library's release of the name of the organization I represent and the purpose of the meeting, as well as my name, address, email address, and/or telephone number as Group Representative, upon request.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATED

\_\_\_\_\_  
SQUAMISH PUBLIC LIBRARY - AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATED