

Ajax Public Library - Facility Rental Agreement
 55 Harwood Avenue South Ajax, ON L1S 2H8
Contact: Corporate Services Assistant 905-683-4000, ext. 8827

Date:	
Name:	
Company/Organization:	
Type of Event/Purpose:	
3rd Party Presentation:	
Telephone Number:	
Email:	
Exam (Online or Paper):	
University/College :	
<input type="checkbox"/> Rotary Full <input type="checkbox"/> Rotary w/Kitchen <input type="checkbox"/> Rotary w/o Kitchen <input type="checkbox"/> Meeting Room "D" (staff only) <input type="checkbox"/> Exam <input type="checkbox"/> Meeting Room "C" <input type="checkbox"/> Children's Program Room (staff only)	
Date of Event:	
Start & End Times:	

Charges:	<input type="checkbox"/> Amenities (\$) <input type="checkbox"/> Insurance (\$1.70/5.65) <input type="checkbox"/> Room (\$) 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 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 behaviour and language, or interference with Library business shall be deemed as just cause to cancel the Facility Rental Agreement and/or deny future rental agreements.

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

COVID-19—Special Conditions of Use

- All participants must be wearing a face covering over their nose and mouth at all times and maintaining 6 feet/2 meters distancing.

I have read and agree to abide by the Ajax Public Library - Facility Rental Agreement.

Signature: _____

Date: _____

Form: LIB-016	Revised: 2022/03/10
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THIS DOCUMENT IS VALID ONLY ON THE DAY OF PRINTING. PLEASE REFER TO THE DMS FOR THE MOST CURRENT VERSION.

Printed on: March 10, 2022

Facility Rental Set-Up Selection

Organizer:		Date(s):	
	Program:		

Room	<input type="checkbox"/> Rotary - Full <input type="checkbox"/> Rotary w/ Kitchen <input type="checkbox"/> Rotary w/o Kitchen <input type="checkbox"/> Meeting Room D (staff only) <input type="checkbox"/> Meeting Room C <input type="checkbox"/> Children's Program Room (staff only)
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Amenities	<input type="checkbox"/> Portable Projector (Rotary w/o Kitchen) <input type="checkbox"/> LCD Projector (Rotary w/ Kitchen) <input type="checkbox"/> Hearing Assistance <input type="checkbox"/> Flip Charts <input type="checkbox"/> Piano <input type="checkbox"/> Podium + Microphone (Rotary w/ Kitchen)
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Furniture Available	Rectangular folding, white	30" x 60"	Rotary Room	16
	Rectangular grey	30" x 72"	Rotary Room	4
	Square, black	33" x 33"	Rotary Room	14
	Rectangular height-adjustable, white	24" x 48"	Rotary Room	2

Please select the room set up style:
 (COVID-19 Special Conditions – Set Up includes 2 meters distancing)

<p>Theatre</p> <p>Chairs: Tables:</p>	<p>Classroom</p> <p>Chairs: Tables:</p>	<p>Family Style</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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