

Manning Municipal Library
407 Main Street
P.O. Box 810 Manning, AB T0H 2M0
PH: 780-836-3054 Fax: 780-836-0071
Email: librarian@manninglibrary.ab.ca



Form - Room Reservation Request

Booking Date: _____ **Booking Time** - From: _____ To: _____
(include 30 minutes for set up & take down)

Contact Name: _____ **Alternate:** _____

Email: _____ **Phone:** _____

Proposed Use of Booked Space:

Personal/Private use (quiet study, tutoring, small group meeting): Yes No

OR

Public Event (program/presentation/large group meeting): Yes No

Name of Group/Organization/Company: _____

Organization Type: Non-Profit Charity/Society For-Profit/Commercial

Briefly describe the nature of the booked event: _____

Non-Profit Groups & Private Individuals

During Business Hours **Free** Outside of Business Hours **\$25.00/ hour**

For-Profit Groups & Private Sector Companies

During Business Hours **\$25.00/ hour** Outside of Business Hours **\$50.00/ hour**

****NOTE:** Bookings must be made at least one full week in advance. Fee must be paid at the time of booking.

I have read and agreed to abide by the rules defined in the Town of Manning Library Board's policy "Safe Use of Library Facilities & Code of Conduct" and to ensure that these rules are observed by attendees during the booked event.

Authorized Representative (User): _____

Signature

Date

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**\*Internal Use Only\*** **Library Staff:** Submit form to Library Manager.

**Administrator:** Booking Approved: **Y / N**

Library Manager: \_\_\_\_\_ Fees: \$ \_\_\_\_\_

Signature

Date

## **Rental Terms & Conditions**

- 1.** Lessees will check-in with their assigned contact before and after their booking.
- 2.** Cancellations must be received within 24 hours of room use or a \$20.00 fee may apply.
- 3.** The room must be clean and in the same condition as you found it. Furniture should be replaced to its original location. A preauthorized deposit of \$100.00 may be required at the discretion of the Library Manager. Any damages or cleaning will be subject to additional charges (this includes damage done to walls/floor/ceiling with staples, tape, pins, gum, etc.).
- 4.** Smoking is not permitted anywhere in the building.
- 5.** Users may not disrupt the use of the library by others. Persons using the meeting rooms are subject to all library rules and regulations.
- 6.** Granting permission to use the library facilities does not constitute an endorsement of the group or its beliefs by the library.
- 7.** The library reserves the right to refuse or limit the use of the meeting rooms to any group.
- 8.** The library cannot provide storage space for materials or equipment at any time. The library is not responsible for injury, articles, or equipment left in the room.
- 9.** Library programs are given first priority for the meeting Rooms.
- 10.** The lessee signing the contract must be eighteen (18) years of age or over and by signing this contract assume full responsibility and liability for the function and those involved in the function. Any vandalism, rowdy behavior or extended use of allotted time may be subject to additional charges or loss of privileges.
- 11.** At the discretion of the Town of Manning Library Board, all third party lessees will ensure they have appropriate liability insurance and/or Party Alcohol Liability Insurance and further that The Manning Municipal Library, the Town of Manning, their directors or employees will not be held liable for any injuries, including claims that could occur due to food and liquor consumption. The lessee will need to provide the Library with a copy or certificate of insurance indicating that they have all appropriate liability coverage and proof of insurance covering damage to premises rented by the lessee.
- 13.** The lessee agrees to indemnify and save harmless the Library and the Town of Manning from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of, or in any way related to the rental of the facilities under this agreement. Without restricting the generality of the foregoing, the lessee shall be responsible for any loss or damage to the facility property or equipment, howsoever caused arising out of the rental of the facility under this agreement.

I hereby agree to the terms and conditions as indicated in this agreement.

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Lessee Signature

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Date

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Staff Signature

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Date

