

Meeting Room Rental Agreement

Vernon Branch Okanagan Regional Library

Renter responsibilities

- Room set up (i.e., tables, chairs).
- **Returning everything to its proper place after the meeting**
- Wipe down table tops after use (cleaning caddy will be supplied by staff).
- Responsible for any liability for loss, injury or damage to persons or property sustained by reason of a meeting or program. The Library does not assume any responsibility for any renter's property. The renter understands that the Library is released from any and all liability for any loss, injury or damage to persons or property, which may be sustained by reason of a meeting or program.
- Ensuring that the renter's meeting does not interfere with other normal library operations. This includes limiting the number of attendees, removing any participant behaving in an offensive or bothersome way, and asking the library staff to contact the RCMP if intervention is required.
- Ensuring that participants do not smoke or consume alcoholic beverages while on library property.
- Any portable technology equipment (e.g. projector remote, wireless microphones) must be placed in the designated locations in the meeting room before leaving.
- Continued use of the meeting room by a group will be at the discretion of the Branch Head. Use may be denied if the group is disorderly or fails to comply with Library rules.

Room availability and rental fees (including GST tax of 5%)

Meeting room – full

- Capacity: 100 (theatre style); eighteen 4-ft. tables & seating up to 100
- Rental fee: \$84.00 (3 hours) [\$80]; \$10.50 for each additional hour [\$10]

Community room

- Capacity: 40 (theatre style); Six 5-ft. tables & seating for 40
- Rental fee: \$52.50 (3 hours) [\$50]; \$10.50 for each additional hour [\$10]

The group's set-up time and take-down time must be included in the rental block.

Additional Equipment

- Room rental may include use of an overhead projector with use of the screen or white board, and wireless microphones. Please inform staff at the time of booking if you wish to use any of this equipment. Peripheral cables (VGA etc.) are not provided.
- ***Renters are responsible for replacement or repair costs of any equipment used.***

Reserving the Meeting Room

- The rental fee must be paid a minimum of one week in advance of scheduled date.
- **Bookings are not finalized until rental fee has been paid.** There is a \$25.00 cancellation fee if a minimum of 24 hours notice is not given.
- Meeting rooms are reserved by online at [www.orl.bc.ca/completing an application form](http://www.orl.bc.ca/completing-an-application-form) which must be signed by one person from the group. This person is responsible for ensuring that the group using the room complies with library rules.
- Applications will be considered on a first-come, first-served basis for a particular meeting date.
- Rooms must be booked 48 hours in advance of, and no more than 120 (4 months) days prior to the date required.

Contact us at 250-542-7610 ext. 6811 if you have further questions.