

# Vegreville Centennial Library Complex Meeting Room Rental Policy

## Rental Charges (Room 1 or 2)

\$20.00/hour  
\$60.00/0.5 day (4-7 hours)  
\$100.00/day (8-12 hours)  
\*\*50% discount to youth-based organizations\*\*

## Rental Charges (Both Rooms)

\$35.00/hour  
\$100.00/0.5 day (4-7 hours)  
\$200.00/day (8-12 hours)

## Other Charges

\$70.00 Setup and Strike Down Fee (Optional)

\*\*GST will be added to all prices\*\*

1. The Organization listed under "Organization" on the Rental Agreement form is identified in this policy as "The User". Vegreville Centennial Library Complex is identified in this policy as "The Library Complex". Vegreville Centennial Library is identified in this policy as "The Library".
2. The meeting rooms together measure about 450 square feet. Meeting Room 1 will hold about 25 to 30 people comfortably with chairs, or 15 to 20 people comfortably with chairs and tables. Meeting Room 2 will hold about 20 to 24 people comfortably with chairs, or 5 to 10 people comfortably with chairs and tables. Both meeting rooms together will hold about 50 to 60 people comfortably with chairs, or 35 to 40 people comfortably with chairs and tables. It is recommended that Users examine the rooms in person to make a best judgment for their needs.
3. A rental period includes the specified room only, with no equipment, supplies or furnishings set up. The User must return furnishings to their original set up once activity is complete.
4. The User is responsible for set-up and strike down of tables, chairs and other equipment.
5. The Library may arrange for the set-up or strike down of chairs and tables for The User upon request; a \$70 set-up and strike down fee will be assessed. Request for set-up or strike down of chairs and tables must be made at least one week prior to the event date.
6. The Library reserves the right to decline booking requests at their discretion. At certain times, special events will pre-empt previously booked activities.
7. No person may access to any area designated as "employee only." No person may access Vegreville Centennial Library outside of regular library opening hours. Public washrooms are located the main hall of the Vegreville Centennial Library Complex.
8. The User will not permit any actions which may be deemed a nuisance, annoyance, or contrary to any Federal, Provincial or Municipal Law or regulation.
9. During the use and occupation of the said premises, the User will indemnify and save harmless the Vegreville Centennial Library and its staff from any and all liability whatsoever resulting from injury or damage to any person, persons, or property by reason of, or as a result of, the use and occupation of the said premises, directly or indirectly, as herein set forth, or by reason of or as a result of the acts of it or its servants, agents, or employees.
10. The User is responsible for the conduct of the participants at all times while the group is in the facility and the User will be held totally responsible for the cost of repairing or replacing lost or damaged equipment, supplies, or furnishings.
11. Footwear must be reasonably clean prior to entering the facility.
12. Smoking is prohibited on Library Complex property. Alcohol is not permitted on Library Complex property without the required licensing and arrangements prescribed by law.
13. Supplies, beverages, and food items are the responsibility of the User, as well as clean up of any above. A bar fridge and small sink are located in Meeting Room 2 (east room), but no other kitchen facilities are available.
14. Equipment available for use with the facility include approximately **25 chairs, approximately 14 banquet-style tables (5 feet in length) and 2 coat racks**. This equipment is provided for use with the facility free of charge. Other equipment may be available for use with the facility; additional charges may apply. Please inquire at the time of booking.
15. During a Facility Rental Agreement, the User will be given the means to access The Library Complex. Upon completion of a Facility Rental Agreement, the User will be given the means to secure the Library Complex after their event is complete. The User is responsible to ensure that the Library Complex is locked and the security system is on (if necessary) after use.
16. The User is responsible for ensuring that participants have vacated the Library Complex at the time their booking has ended. If they have not done this, additional hourly fees will be assessed. Users whose bookings begin, end, or are occurring at the hour of the library's closing are required to sign out a keycard.
17. Payment in full is due at time of booking. A 50% discount on rental rates will be given to youth-based organizations.
18. Bookings that are cancelled 3 or more business days in advance of the booking date will have their full payment refunded, less a 10% administrative fee. Bookings that are cancelled less than 3 business days in advance of the booking date forfeit their entire payment.
19. Cancellation of Room 1 or 2 three or more business days in advance of the booking date when both rooms are booked will result in full refund of payment for the cancelled room, less a 10% administrative fee. Bookings that are cancelled less than 3 business days in advance of the booking date forfeit their entire payment.
20. Facility User Group Insurance is available. Please inquire at time of booking.
21. Bookings will only be taken up to one year in advance. Facility bookings must be made at least 24 hours prior to the event start time. **NO SAME-DAY BOOKINGS WILL BE ACCEPTED.**