

Asphodel-Norwood Public Library Board

Library Facility Rental Agreement

Date(s) of Event(s) _____

Proposed Time Frame Start _____ Finish _____

Proposed Use of Facility _____

Group _____

Contact & Signing Authority _____

Address _____

Phone Number (Res) _____ (Bus) _____

Rental Fee (rate x number of events) _____ *HST Included*

Deposit Amount _____

Copy of Agreement and Policy received: _____(initial)

The Renter Shall:

1. Pay the deposit (50% of the Rental fee) upon booking the facility.
2. Clean-up and return furniture to original location immediately following the event.
3. Report any damages to the Librarian. Pay for any and all damage caused by the group as determined by the Librarian.
4. Prohibit the use of alcohol, inhalants, tobacco products and illegal substances inside the facility.
5. Adhere to the Rental Policy attached to this agreement and consider the Rental Policy part of this Agreement.

Dated this _____ day of _____ 20__ .

Agreement Signed: _____

Librarian Signature: _____

Payment Received In Full Date _____ Librarian _____