



Airdrie Public Library Room Rental Agreement

Name of Business/ Group: _____

Contact Name: _____

Mailing Address: _____ City: _____

Postal Code: _____ Non-Profit # _____

Phone No: _____ E-Mail: _____

Event Name: _____

Dates Booked*** (No more than 3 months in advance for bookings)	Start Time	End Time

*** Bookings are subject to change (see Rental Terms and Conditions #15)

Please check one:

Room	Capacity	Standard Rate	Non-Profit Rates
<input type="checkbox"/> McCall Meeting Room	15 persons non-fixed seating 12 persons tables & chairs Community Partner	\$30/hour \$240/day No Charge	\$15/hour \$120/day No Charge
<input type="checkbox"/> Program Room	44 persons non-fixed seating 35 persons tables & chairs Community Partner	\$50/hour \$350/day No Charge	\$25/hour \$175/day No Charge
<input type="checkbox"/> The Study (Exam Room)	4 persons	\$5.00/hour	\$5.00/hour

Additional Equipment	Cost	Questions? bookings@airdriepubliclibrary.ca Meeting Rooms can be booked online at www.airdriepubliclibrary.ca Download the form and email to: bookings@airdriepubliclibrary.ca
<input type="checkbox"/> Presentation Laptop	\$25 Flat Rate	
<input type="checkbox"/> Display Monitor including HDMI cable (Program and McCall Room Only)	Free	
Configuration (circle one) Tables & chairs Auditorium style	# of Attendees _____	

Staff Use Only	Date: _____	Room Name: _____	Room Rate: _____	Total Hours: _____
Total Cost of Booking: \$ _____		Form of Payment: <input type="checkbox"/> Cash/Debit <input type="checkbox"/> Credit Card		Staff Initials _____

RENTAL TERMS & CONDITIONS

- Bookings cannot be made for more than three months in advance unless express permission is received from APL.
- Bookings must be received a minimum of 24 hours prior to the use of the room.
- Full payment is required within three days of booking. A signed contract and payment in full will guarantee your booking.

4. Credit card payment can be made by calling 403-948-0600 ext. 8368. All forms of payment can be made in person at our Public Service Desk.
5. Room bookings are fully refundable up until 24 hours prior to the booking. Cancellations received with less than 24 hours' notice of the meeting date and time will be subject to a cancellation fee of \$25.00.
6. Please check in at the Public Service desk immediately prior to the booked event.
7. The room must be clean and in the same condition as you found it. Furniture and equipment should be replaced to its original location. Any damage may be subject to additional charges.
8. Alcohol, smoking, and vaping are not permitted.
9. Users may not disrupt the use of the library by others. People using the meeting rooms are subject to APL Rules of Conduct.
10. APL Meeting space cannot be rented by a business as its primary operating space.
11. Granting permission to use APL facilities does not constitute an endorsement of the group or its beliefs by APL.
12. APL reserves the right to refuse or limit the use of the meeting rooms to any group.
13. APL reserves the right to allow Library staff, security, or custodians to enter the meeting room at any time.
14. APL cannot be responsible for items left in the room. Equipment, supplies, or personal effects cannot be stored or left in the meeting room before or after use.
15. APL programs are given first priority for the meeting rooms. APL reserves the right to cancel bookings with two weeks' notice if needed for library programming. All efforts will be made to avoid cancellations.
16. 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, disruptive behavior or extended use of allotted time may be subject to additional charges and/ or loss of privileges.
17. Lighted candles or flames are not to be used within APL, including its meeting rooms.
18. The lessee agrees to indemnify and save harmless APL and the City of Airdrie 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.
19. Meeting room users should make themselves aware of all emergency exit routes.

Personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33c.

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

Lessee Signature

Date

**Please return completed contract within 3 business days of requesting a booking.
Your booking is not confirmed without Lessee signature, payment in full,
and confirmation by the library.**