



MEETING ROOM RENTAL AGREEMENT

Rental bookings are not confirmed until a copy of this Meeting Room Rental Agreement and any additional required waiver forms are signed by the Renter and submitted with required proof of insurance and initial down payment, if applicable.

Name of Renter (the “Renter”): _____

Meeting Purpose: _____ Contact Person: _____

Address: _____ City: _____ Postal Code: _____

Phone Number(s): _____ Fax: _____

Email Address: _____ Anticipated Attendance # _____

Date(s) Required:(MM/DD/YR) _____

Entry Time: _____ Exit Time: _____ Total Hours: _____

If additional space is required for listing dates and times, please use APPENDIX A attached to this agreement.

Please Note: For bookings that start right at branch opening, renters may seek CEO approval to enter the building 15 minutes before their booking start time and fees may apply.

Fee for rental start time before or after regular operating hours: **\$50/hr**. Such requests must be *preapproved* by the Norfolk County Public Library (“NCPL”) CEO. Branch operating hours may vary.

Please Note: If a previous arrangement is made, Library staff will open the exterior door to the renter at the start of the agreement time. The renter is to assign someone to be responsible for letting only participants into the library. Exterior doors must remain locked. **DO NOT PROP THE DOORS OPEN.**

FEE SCHEDULE

Select Room	Room Location	Fee per hour (Includes HST)	Capacity
	Delhi Branch – Kozub Meeting Room	\$20.00	60
	Port Dover Branch – Scotiabank Room	\$20.00	80
	Simcoe Branch – Hazel B. Race Room	\$16.00	20
	Simcoe Branch – Board Room	\$16.00	20
	Simcoe Branch – Large Room	\$20.00	75
	Simcoe Branch – Community Lens Room	\$16.00	10
	Waterford Branch – Glen Bell Room	\$16.00	25

FACILITY USER INSURANCE

The Renter shall, upon execution of this agreement, either:

- a) **purchase** liability insurance through The Corporation of Norfolk County (“Norfolk County”) and per its fee schedule (*see attached*); or
- b) **provide** a certificate of insurance with a liability limit of not less than two (2) Million Dollars per occurrence, with The Corporation of Norfolk County and the Norfolk County Public Library named as additional insureds and containing a provision for cross liability in respect of the named insured.

Names under additional insureds, should appear as below:

The Corporation of Norfolk County	Norfolk County Public Library
50 Colborne St., S., Simcoe, ON N3Y 4H3	46 Colborne Street South Simcoe, ON N3Y 4H3

c) **RATES/PREMIUMS**

Insurance Premiums Includes 8% Premium Sales Tax

SEATED EVENTS: MEETINGS, SEMINARS, WORKSHOPS, BOARD/CARD GAMES, NO LIQUOR SERVED MEETING RATE PER SINGLE MEETING, NOT TO EXCEED 8 HOURS	
ATTENDANCE	RATE PER MEETING
Up to 25	\$2.15
25 to 50	\$4 .30
51 to 200	\$10.80
INTERACTIVE NON-SPORTING EVENTS: BIRTHDAY PARTIES, BABY & BRIDAL SHOWERS, BAPTISM, FUNERALS (NO ALCOHOL)	
NUMBER OF PARTICIPANTS	RATE PER EVENT
Up to 75 1 hour or less	\$10.80
Up to 75 up to 4 hours or less	\$16.20
Up to 75 up to 8 hours or less	\$21.60
76-150, 151-250, 251-500, over 500 people	For rates see DANCES, WEDDINGS, ETC. directly below

NON-SPORTING EVENTS: DANCES, WEDDINGS, STAG & DOE, CHRISTMAS/NEW YEAR/HOLIDAY PARTY		
NUMBER OF PARTICIPANTS	NO ALCOHOL	WITH ALCOHOL
Up to 75, Single Day Event	\$48.50	\$183.60
76-150, Single Day Event	\$108.00	\$243.00
<ul style="list-style-type: none"> • Special occasion permit must be in place if the event includes alcohol 		

SPORTING ACTIVITIES	
<i>HOURLY RATE FOR SPORTS-OCCASIONAL USE (MAXIMUM COVERAGE-UP TO 1 DAY)</i> <i>**EXCLUDES ADULT NON-CONTACT HOCKEY, SEE RATES LISTED BELOW**</i>	
LOW RISK – ARCHERY, BADMINTON, BATON TWIRLING, BOWLING, CURLING, DANCE LESSONS, GEOCACHING, HORSESHOES, SHUFFLE BOARD, TABLE TENNIS, TENNIS, TAI CHI, PUBLIC SKATING, BOCCE BALL, PICKLEBALL, ESCAPE ROOMS, INDOOR MINI GOLF/SIMULATOR, SCAVENGER HUNT SKIPPING ROPE	
NUMBER OF PARTICIPANTS	RATE PER HOUR
1-25	\$1.60
25-50	\$2.15
51 - 100	\$4.30
MEDIUM RISK: BASEBALL, BASKETBALL, BROOMBALL, CRICKET, CROSS COUNTRY SKIING, DODGEBALL, FIELD HOCKEY, BALL/ROLLER/FLOOR HOCKEY, HANDBALL, RACQUETBALL, SOCCER, SOFTBALL, SLO-PITCH, SQUASH, SWIMMING WITH LIFEGUARD, T-BALL, NON-CONTACT TOUCH/FLAG FOOTBALL, SYNCHRONIZED SWIMMING, FITNESS CLASSES, TRACK & FIELD, ULTIMATE FRISBEE, VOLLEYBALL, YOGA, FIGURE SKATING, NON-CONTACT MARTIAL ARTS, NON-CONTACT PICK UP LACROSSE, NON-CONTACT MINOR PICK-UP HOCKEY, RINGETTE, SKATING INCLUDING SPEED SKATING, INLINE SKATING, POWER SKATING, NET BALL	
NUMBER OF PARTICIPANTS	RATE PER HOUR
1-25	\$3.20
25-50	\$5.40
51 - 100	\$10.80

Use of Kitchenette/Kitchen

- Free with room rental. Please indicate if the renter requires use of kitchenette/kitchen.

Select One Kitchenette/Kitchen Location

	Delhi Branch – Adjacent to the Kozub Meeting Room
	Simcoe Branch – in Hazel B. Race Room
	Simcoe Branch – in Board Room
	Simcoe Branch – in Large Room
	Waterford Branch – in Glen Bell Room
	Port Dover – in Scotiabank Room

Technology

- Free with room rental. Must confirm availability at time of booking

Select One Technology/facilitation Tools Location

Select One	Technology/facilitation Tools	Location
	InFocus Projector	Delhi, Port Dover, Simcoe, Waterford
	Sharp Aquos Board (Smart board)	Delhi, Port Dover, Simcoe
	Dell Laptop (for Sharp Aquos Board)	Delhi, Port Dover, Simcoe
	Front Row Speaker	Delhi, Port Dover, Simcoe
	Flip Chart (must provide own markers)	Delhi, Port Dover, Simcoe
	Portable Overhead projector	Simcoe
	Projection Screen	Simcoe

X \$ _____ Total Rental Hours
 + \$ _____ Fee per hour (Includes HST)
 + \$ _____ Opening/closing fee if applicable
 + \$ _____ Insurance Premiums (where applicable)
 (Includes 8% Premium Sales Tax)

TOTAL FEES \$ _____ due at time of booking

The Renter hereby acknowledges having read and agrees to the terms of this agreement and hereby acknowledges having read and agrees to the terms of NCPL Meeting Rooms Policy #OP-08, which is attached to this agreement and forms a part hereof. The Renter acknowledges that it shall also sign the Rental Waiver attached hereto, which forms a part of this agreement.

Renter's signature: _____ Date: _____

I have authority to bind the Renter. Please initial ____ Yes or ____ No

If rental is part of a library program, this booking shall be confirmed as a library program by NCPL's Community Engagement Coordinator. Initials: _____

CEO approval required YES NO CEO. Initials: _____

CEO comment: _____

RENTAL WAIVER

All rental agreements must be signed and paid for prior to the rental start date. This waiver forms an integral part of the rental agreement.

All rentals held on Norfolk County property are required to abide by the advice, recommendations, directives, statutes and/or regulations established by the following entities:

1. The provincial government, and any of its agencies;
2. The federal government, and any of its agencies; and
3. The Haldimand-Norfolk Health Unit (the "Health Unit") and/or its Medical Officer of Health.

The Renter hereby acknowledges and agrees to the following:

- In the event of an increase in COVID-19 cases, advice, recommendations, directives and/or regulations could change and the number of permitted participants at gatherings could be modified, which could result in a reduction in the number of permitted attendees and/or the cancellation of the rental contemplated hereunder.
- The Health Unit may issue additional advice, recommendations or instructions beyond the criteria established by the provincial and the federal government and that the rental contemplated hereunder must be carried out in accordance with any such advice, recommendations or instructions and it is the Renter's responsibility to confirm with the Health Unit what advice, recommendations, directives, or orders may be in place from time to time. The Renter is encouraged to check the Health Unit website for more information.
- The Renter acknowledges and agrees that Norfolk County and Norfolk County Public Library may at any time amend or add additional requirements as it deems necessary, which includes immediate termination of this rental agreement on the basis of any provincial order, other advice, recommendations, directives or order that may impact the use of municipal property.
- Discovery of non-compliance with any of the obligations under this agreement, including, but not limited to, under this waiver, may result in immediate termination of this rental agreement and the Renter's right to use the municipal property.
- In no event shall Norfolk County and Norfolk County Public Library be responsible or liable for any losses to the Renter or any other person as a result of the termination of the rental agreement.
- The Renter shall be fully responsible and liable for all matters arising out of the rental contemplated hereunder, including, but not limited to, for the conduct and supervision of all individuals attending the Renter's event and for ensuring that all guidelines applicable to the use of the rented space, whether specified under this agreement or otherwise, are observed.
- The Renter hereby releases, holds harmless and indemnifies Norfolk County and Norfolk County Public Library, including their employees, elected officials, servants, agents, representatives, successors and assigns for, from and against any and all claims, causes of action, demands, damages, losses, costs, charges, expenses and fees, including legal fees, or other proceedings of any kind or nature brought against, suffered by or imposed on Norfolk County and/or Norfolk County Public Library arising from the rental contemplated hereunder and/or the use by the Renter of Norfolk County facilities, save and except for claims or proceedings arising out of Norfolk County's and/or Norfolk County Public Library's own gross negligence, whether by act or omission.

The undersigned hereby acknowledges having read and understood and agrees to be bound by the terms and conditions contained herein.

Renter's signature: _____ **Date:** _____

NCPL STAFF & OFFICE USE ONLY

Contract Received by: _____ Date: _____

Date(s) entered into calendar by: _____ Staff Initials: _____

Technology requests entered into calendar: by _____ Staff Initials: _____

Confirmation of rental contract provided to patron by (check one below):

Phone	Email	Fax	In person

Amount \$ _____ received on this date: _____ and by (check one below):

Cash	Cheque	Debit/Credit	In person

Check each box and initial upon completion:

- Staff double-checked the form for completion and accuracy Staff Initials: _____
- Payment Received or Invoiced Staff Initials: _____
- Insurance Certificate Received Staff Initials: _____
- Insurance Purchased Staff Initials: _____
- Insurance Certificate Given to Renter Staff Initials: _____
- CEO Approval Where Required Staff Initials: _____
- Purchased Insurance: Attach Meeting Room Rental Agreement
to cash sheet Staff Initials: _____

MEETING ROOMS POLICY

Policy Type: Operational	Policy Number: OP-08
Policy Title: Meeting Rooms	Policy Approval Date: January 2024
	Policy Review Date: January 2027

Introduction:

Meeting rooms in the library bring together the library’s resources and the community’s activities for educational, cultural, civic, recreational, and charitable purposes. The library provides a forum expressing diverse ideas and opinions. The use of the meeting room shall not be interpreted to constitute an endorsement by the Norfolk County Public Library Board of the policies and beliefs of groups or individuals.

Purpose:

To ensure consistent, fair and responsible service provisioning for staff and the public when processing meeting room rentals.

Section 1: The Norfolk County Public Library Responsibility

1. Will not knowingly permit any individual or group to use its facilities in contravention of the Criminal Code of Canada. Federal, provincial and municipal legislation and regulations must always be observed.
2. Reserves the right to accept or refuse a reservation or to cancel any booking at its discretion.
3. Will set and review rental fees.

Section 2: CEO Responsibility

The Chief Executive Officer (CEO) authorizes the use of long-term room rentals and has the authority to waive all or partial fees in the following situations:

1. The renting organization is a non-profit and provides benefits to the local community.
2. The use of the room supports the NCPL Mission, Vision and Strategic Plan directives.
3. A partnership agreement has been entered into with the NCPL, or the NCPL is a co-sponsor of a program.

Section 3: Staff Authority and Responsibilities:

1. Staff maintain the schedule and will make every effort to notify users of the unavailability of the meeting room in case of emergencies and holiday closures.
2. Room bookings will be guided by the following Library programs and services, meetings, and events have first priority for scheduling, after which other requests are considered on a first-come, first-served basis.
3. Any municipal resident, group or business may request to schedule a meeting room.
4. Meetings which disturb regular library functions may not be scheduled;
5. A "Meeting Room Rental Agreement" must be completed, and payment of the rental fee must be made to secure the booking.
6. Proof of insurance or insurance payment must be made at the time of booking to secure the booking.
7. Information about the room's intended use must be provided on the form, including the names and affiliations of any speakers.
8. The rental fee will be returned if the booking is cancelled by the individual, group, or business two (2) days (48 hours) or more days before the event.
9. The library reserves the right to cancel a facility rental agreement (or a specified date within the agreement) without notice where conditions exist (e.g. building closures due to weather, power outages, emergency situations, or instances of uncontrollable natural forces) that could pose a hazard to event attendees. Any rental fees paid will be refunded.
10. Approval from the CEO is required at the time of booking to sell goods and services.

Section 4: Room use

1. Renters must provide proof of insurance or purchase insurance according to the Norfolk County Insurance schedule, and payment is due with the contract.
2. Library staff will have access to the room during the event to ensure that all terms and conditions are followed.
3. Smoking or vaping on library premises is not allowed.
4. The use of open flames, smoke or odour produced by burning aromatic substances such as candles or incense is not allowed.
5. Non-alcoholic refreshments and food may be served in the meeting room.
6. Permission to serve alcohol at the event requires approval from the NCPL Board and the required license from the LCBO. A request must be received by the NCPL Board (eight) 8 weeks before the event. If approved, the renter will follow the Municipal Alcohol Management Policy.
7. Food may be brought in or prepared onsite following safe food handling guidelines.
8. Renters will keep all fire exits, doorways, halls or other ways to access the building clear from obstructions.
9. The renter will pay for the damage to the meeting room, furnishings and equipment.
10. Renters are responsible for leaving the space in the condition in which it was rented. If NCPL is required to clean up following the use of the facility, a charge

- will be added.
11. Tables and chairs will be wiped off with a disinfectant cleaner provided by the NCPL before putting away in the designated area.
 12. Renters may be allowed into the building 15 minutes before their booking start time only if it is at the same time that the Branch is opening. CEO pre-approval is required at time of booking and fees may apply.
 13. Renters will incorporate set up, take down and clean up in the approved rental time.
 14. The use of materials or decorations on the walls requires prior approval.
 15. The maximum occupancy of the meeting room shall be obeyed.
 16. All users agree to hold the library harmless for any loss, damage, liability, costs, and /or expenses that may arise during, or to be caused in any way by use of the library facility.
 17. Renters are responsible for the conduct and supervision of all people attending their event. They will ensure that all guidelines contained in this agreement are observed. The NCPL Code of Conduct Policy applies to all uses of library space.
 18. All Branches and meeting rooms are accessible to persons who are physically disabled during regular business hours. Arrangements must be made in advance if elevators are required after business hours. There will be a fee applied to the rental to cover staff required to assist with closing.
 19. Internet access is available in all meeting rooms.
 20. Audio-visual equipment is available at some sites. If equipment is needed, arrangements are to be made at the time of booking.
 21. Room rentals are available during regular business hours. A fee is applied to the rental contract when space is required before or after regular business hours. Requests for hours before or after must be submitted in writing and approved by the CEO.
 22. The renter will inform library staff that their room use has ended. A library staff member will inspect the room to ensure all policies have been followed.
 23. Each facility has a small kitchenette for serving light refreshments. If the kitchenette is needed, it must be noted at the time of the booking on the contract.
 24. All exhibits (i.e. artwork) are the responsibility of the renter and the designate who oversees the arrangement and removal of displays. Insurance coverage is the responsibility of the renter.
 25. Bookings will be confirmed when the Library Branch receives a signed copy of the application form, in person, scanned and emailed, or faxed.
 26. The Library must receive the total payment from the renter before they are given access to the space. An invoice can be forwarded to organizations if required and must be requested in advance.
 27. According to Norfolk County policy, a fee for NSF cheques will be added to an invoice. The organization or individuals will be permitted to use NCPL facilities once outstanding charges are paid.
 28. Norfolk County departments using library facilities will follow the Meeting Rooms Policy and must book the space through the NCPL CEO.
 29. Interdepartmental charges will be forwarded by the Administrative Coordinator. Exceptions for charges must be arranged by the NCPL CEO.
 30. Promotional materials must not imply or suggest that NCPL is endorsing the

- renter's activities or program.
31. Permission to use the NCPL logo must be received from the CEO.
 32. Individuals or organizations requesting the use of library space, other than meeting rooms, within any Branch of the NCPL will be negotiated individually by the CEO or their designate.

Section 5: ROOM RENTAL FEES & ADDITIONAL CHARGES

- a) Rental start time before or after regular operating hours: \$50/hr.
- b) Branch operating hours may vary.
- c) Requests for renting library spaces before or after regular operating hours must have the approval of the CEO.
- d) Clean Up Fee if required - \$50.00.
- e) The renter is responsible for any costs related to false alarms due to breach of security.

APPENDIX A

Fees are effective April 1, 2025

Room Location	Fee per hour (Includes HST)	Capacity
Delhi Branch – Kozub Meeting Room	\$20.00	60
Port Dover Branch – Scotiabank Room	\$20.00	80
Simcoe Branch – Hazel B. Race Room	\$16.00	20
Simcoe Branch – Board Room	\$16.00	20
Simcoe Branch – Large Room	\$20.00	75
Simcoe Branch – Community Lens Room	\$16.00	10
Waterford Branch – Glen Bell Room	\$16.00	25

Equipment Available (not at all locations, see below)

Technology is free with room rental. Availability must be confirmed when booking a room rental.

Equipment	Location
inFocus Projector	Delhi, Port Dover, Simcoe, Waterford
Sharp Aquos Board	Delhi, Port Dover, Simcoe
Dell Laptop (for Sharp Aquos Board)	Delhi, Port Dover, Simcoe
FrontRow Speaker	Delhi, Port Dover, Simcoe
Portable Overhead Projector	Simcoe
Projection Screen	Simcoe
Flip Chart	Simcoe