



Augusta Township
Public Library

MEETING ROOM RENTAL AGREEMENT

Form 1-98 (revised December 2024)

The individual or organization renting the ATPL meeting room will be responsible for taking appropriate safety and security measures, including:

- Being responsible for arming / disarming the security system and locking / unlocking the main door as necessary.
- Ensuring that the propane stove is used safely and is turned off at the end of the rental period.
- Keeping the fire exits clear and accessible.
- Complying with the Fire Marshal's rated capacity for the room.

Rated Capacity:

| | |
|-------------------------------|------------|
| Non-fixed seating | 75 persons |
| Non-fixed seating with tables | 59 persons |
| With alcohol served | 51 persons |

(proof of special occasion permit required if serving alcohol)

The individual or organization renting the ATPL meeting room must also comply with the following terms of use:

- No candles.
- No use of tape to attach decorations.
- No use of the kitchen telephone (emergencies excepted).
- Renter(s) must follow copyright laws pertaining to viewing pre-recorded content.
- Renter(s) must remove their own garbage and any leftover food items.
- Renter(s) must return keys within 72 hours of rental. Keys can be returned to the front desk or through the book return slot.

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Rental costs:

Non-profit uses _____ \$50 per 4-hour increment.

For-profit uses _____ \$70 per 4-hour increment.

**Proof of event insurance and special occasion permit are required
from individuals or groups planning to serve alcohol.**

The Augusta Township Public Library and its employees shall be held harmless from all claims or liabilities from all parties for damage or loss to any person or property arising out of or during use of Library facilities.

The renter assumes liability for any damages.

Name of Renter: _____

Signature of Renter: _____

Address of Renter:

Contact Number: _____ **Email:** _____

Date of Agreement: _____ **Date of Rental:** _____



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