



Augusta Township Public Library

Enhancing our community through learning, leisure and literacy

ATPL Meeting Room Rental Agreement

Form 1-98 (revised June 2022)

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.

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.

ATPL Meeting Room Rental Agreement

Rental costs:

Non-profit uses_____ \$40 per 4-hour increment.

For-profit uses_____ \$70 per 4-hour increment.

An insurance fee is required from individuals or groups without their own insurance. This fee is_____ \$12

Proof of insurance is required from individuals or groups with their own insurance.

Name of Renter_____

Signature of Renter_____

Date of Agreement_____ Date of Rental_____

Contact Number_____ Email_____