



Augusta Township Public Library

Enhancing our community through learning, leisure and literacy

ATPL 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.

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.

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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 _____

Address of Renter _____

Contact Number _____ Email _____

Date of Agreement _____ Date of Rental _____