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## Acknowledgement of Room Rental Regulations

I have read and understand the above Regulations and Charges/Fees and Booking Information. I am authorized to act on behalf of my organization or group in booking a room at the Burlington Public Library.

1. All persons associated with the event must agree to leave the building at the times specified when the room booking arrangements are made.
2. Advertisement of meetings/events must not imply endorsement by the Library of the content of the program.
3. Individuals/groups may limit public entry to their meetings providing such limitations are not discriminatory under the Canadian Charter of Rights or otherwise contrary to law.
4. All premises must be left in an orderly and clean condition.
5. Sale of any goods and/or services as part of a booked event by commercial organizations is subject to approval by the Library at time of booking.
6. Individuals/groups must abide by the Library's no smoking policy.
7. Any postings in the facility must be approved in advance by the Burlington Public Library.
8. The Library may publicize internally all meeting room use booked by external individuals/groups.
9. The individual/group is responsible for ensuring that the number of people in attendance does not exceed the maximum capacity of the room as posted.
10. A designated member of the group must be in charge at all times. In an emergency, such as fire, this person will be responsible for directing the evacuation of the room.
11. The Library is not responsible for damage, theft or loss of articles or property belonging to persons renting Library rooms and/or to program attendees.
12. The organization or group named on the Booking Form must agree to indemnify and save harmless the Library against all claims of any nature, kind and costs which may arise from such use.
13. To protect copyright, only videos with public performance rights may be shown to groups.
14. Alcohol is not permitted.
15. The use of open flames, smoke or odour produced by burning aromatic substances such as candles is strictly prohibited.
16. The Library reserves the right to refuse/cancel bookings.
17. Meetings that may be disruptive to the normal operations of the Library are not permitted.

**Charges/Fees and Booking Information**

1. Meeting rooms/equipment are rented in accordance with the rates publicized.
2. Rental fees and other charges are due in advance of the meeting. Payment is by cash (including debit card) or cheque payable to the Burlington Public Library. Payment must be made within five (5) business days of the booking request. NSF (Not sufficient funds) cheques are subject to a \$10.00 handling charge. Post-dated cheques are not accepted.
3. Rental fees will be refunded in full provided cancellation is made within 48 hours of the scheduled date/time. No refunds are available if cancellation is made after that time.
4. The Library will not accept new bookings and will cancel existing room bookings for groups that have invoices outstanding for more than 30 days.
5. At the discretion of the Library, rental charges may be waived when the activities of the group are closely related to the activities of the Library or when the group is partnering with the Library in its delivery of a program.