



30 Herriott Street, Perth, Ontario K7H 1T2 (613) 267-1224 Fax (613) 267-7899
www.perthunionlibrary.ca

Marguerite Frizell Meeting Room Rental

MEETING ROOM POLICY

The Marguerite Frizell Room is available during the hours the library is open to the public.

The library will not be responsible for personal injury or damage, nor for the theft or loss of anything belonging to a renting group or anyone attending on the invitation of the renter. The renter is responsible for the conduct and supervision of all persons admitted to the room and must see that all regulations are strictly adhered to. The renter will be responsible for the payment of all costs incurred as a result of damage to any library property. Renters are responsible for ensuring that the capacity limits set by the Fire Department are not exceeded. Exit doors must be kept free from obstruction. Smoking and the consumption of alcoholic beverages are prohibited.

All renters must leave the room in the same condition as it was found (garbage removed, chairs returned to their original positions and straightened, etc.). No renter may store any materials in the room between bookings.

Bookings will be taken on a first-come, first-served basis. The library reserves the right to refuse a rental request and to cancel any reservation.

The fee structure is as follows: \$40 minimum charge for a three-hour period and \$10 charge for each additional hour or portion thereof. Complete payment must be received at least 48 hours in advance of the rental date or the reservation will be cancelled.

Name _____

Organization _____

Full address _____

Phone _____ Email _____

Date of rental _____ Start time _____ End time _____

Brief description of event _____

Anticipated attendance (80 person capacity, 45 with chairs) _____

Desired setup _____

AV needs (if any) _____

Signed _____ Date _____

Staff only

Rental fee _____ Approved by _____ Date _____

Payment received () Amount _____ Date _____