




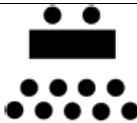
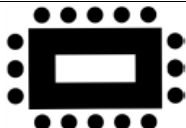
## Kingston Frontenac Public Library Room and Event Space Rental Agreement

This Room and Event Space Rental Agreement is entered into between Kingston Frontenac Public Library (the “**Library**”) and the party which has contracted for the rental of the Facilities from the Library described in this Agreement, as identified below (the “**Client**”), for good and valuable consideration including the promises made below, as of and with effect from the Rental Date shown below, which agreement includes all Schedules to this Agreement, all of which form an integral part of this Agreement.

Completed Agreements may be sent by fax (613-549-8476) or email [administration@kfpl.ca](mailto:administration@kfpl.ca).

**This Agreement must be received by the Library at least two (2) weeks prior to the requested Rental Date.** The Library will contact the Client to confirm rental of the Facilities.

<b>Client Information:</b>		
<b>Organization:</b>		
<b>Contact:</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>
<b>Email:</b>		<b>Phone:</b>

<b>Rental Information:</b> (rental hours are set out in <u>Schedule C</u> )			
<b>Name of Event:</b>			
<b>Type of Event:</b>			<b>Expected Attendance:</b>
<b>Facility</b> (e.g. Central Branch)	<b>Room</b> (e.g. Meeting Room #1)	<b>Requested Reservation Date</b>	<b>Time</b> (9-5; 12-8; 9-12; 1-5; 5-8)
<b>Preferred Setup Style – Please check one:</b>			
<input type="checkbox"/> Classroom		<input type="checkbox"/> Boardroom	
<input type="checkbox"/> U-Shape		<input type="checkbox"/> Theatre	
<input type="checkbox"/> Square		<input type="checkbox"/> Other (please attach diagram)	

**Rental Requirements:**

Equipment	Price per Unit*	Quantity
LCD Projector & Screen	included in price	
Conference Phone & Phone Line	included in price	
Screen only	included in price	
Sound System only	included in price	
TV/DVD unit	included in price	
Flip Chart and Markers	\$20.00	
Piano ( <i>Central only</i> )	\$31.00	

*\*all prices reflect 2019 rates and are subject to HST.*

**Special Requirements (e.g. smudging)**

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**Facility Rental and Security Fees**

The Facility Rental Fees are set out in Schedule A.

A Security Fee will be charged where the Facilities will be in use by a Client before or after ordinary operating hours for the Library branch in question or at such other times when such Library branch is not open to the public. Security Fees are set out in Schedule D.

<b>Applicant Signature:</b>	
<b>Date of Application:</b>	

Personal information collected by the Kingston Frontenac Public Library is done so under the authority of the *Public Libraries Act*, R.S.O. 1990, c. P.44., s. 4(3) and s. 20 of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O., c. M.56., s. 28(2). The information collected will be used in the process of the library's business. Questions regarding the collection of this information should be directed to the CEO & Chief Librarian, Kingston Frontenac Public Library, 130 Johnson Street, Kingston, ON K7L 1X8 613-549-8888.