



GPPL Room Rental Contract

**GRANDE PRAIRIE
PUBLIC LIBRARY**

Name of Business/ Group: _____

Contact Name: _____

Mailing Address: _____ City: _____

Postal Code: _____ Non-Profit # _____

Phone No: _____ E-Mail: _____

Event Name: _____

Dates Booked*** (Not for more than 3 months in advance)	Start Time (including setup)	End Time (Including clean up and take down)

*** Bookings are subject to change (see Rental Terms and Conditions #17)

Please check one:

Room	Capacity	Standard Rate	Non-Profit Rates
<input type="checkbox"/> Rotary Training Room (RTR)	18 Classroom Style	\$40/hour \$280/day	\$18/hour \$126/day
<input type="checkbox"/> Rotary Community Room (RCR)	100 Auditorium Style 48 Classroom Style	\$50/hour \$350/day	\$25/hour \$175/day
<input type="checkbox"/> Willie Janssen Discovery Room* <small>*book by phone/email only</small>	75 Auditorium Style 12 Classroom Style	\$40/hour \$280/day	\$18/hour \$126/day

Additional Equipment	Cost	Food and Beverages Arranging catering will be your responsibility. This includes delivery and clean-up.
<input type="checkbox"/> Piano (RCR Only)	\$50 Flat Rate	
<input type="checkbox"/> Presentation Laptop	\$25 Flat Rate	
<input type="checkbox"/> Computer Lab (RTR Only) Classroom Set of 12 Laptops	\$35/hour	

All costs are subject to GST.
Charitable registration # _____.(For non-profit rates).
Charges for room rental will be for time booked and invoiced within 3 business days of confirmation. Questions about room rentals should be directed to roombookings@gppl.ca

Meeting Rooms can be booked online at www.gppl.ca.
Download the form and email to: roombookings@gppl.ca
Booking Desk: 780-357-7467
Check the online calendar for times and dates of room availability.
WHEN SUBMITTING THE BOOKING FORM, PLEASE SUBMIT BOTH PAGES.

Grande Prairie Public Library
#101, 9839 – 103 Avenue
Grande Prairie, AB T8V 6M7
780-532-3580
www.gppl.ca

Personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33c and is used to administer the booking of GPPL meeting rooms.

RENTAL TERMS & CONDITIONS

1. Bookings cannot be made for more than 3 (three) months in advance unless express permission is received from GPPL.
2. Bookings must be received a minimum of 24 hours prior to the use of the room.
3. **Bookings are only confirmed once the renter has received a confirmation email or a copy of the rental contract if the booking is done in-person.**
4. Charges for room rental will be for time booked and invoiced within 3 business days of confirmation; no refunds will be given for time not used by the renter.
5. **Fees must be paid in full prior to the room rental. Unpaid fees will result in cancellation of the rental booking.**
6. Cancellations must be received within one week in advance of meeting date. Cancellations received with less than one week's notice of the meeting date will be subject to a cancellation fee of 50% of the agreed upon fee outlined in this contract.
7. Please check in at the Library Customer Services desk immediately prior to booked event.
8. The room must be clean and in the same condition as you found it. Furniture and equipment should be replaced to its original location. Any damages may be subject to additional charges. Set-up and take-down times **MUST** be included in rental time.
9. Alcohol and smoking are not permitted.
10. Users may not disrupt the use of the Library by others. Persons using the meeting rooms are subject to GPPL Rules of Conduct.
11. GPPL Meeting space cannot be rented by a business as its primary operating space.
12. Granting permission to use GPPL facilities does not constitute an endorsement of the group or its beliefs by GPPL.
13. GPPL reserves the right to refuse or limit the use of the meeting rooms to any group.
14. GPPL reserves the right to allow Library staff, security or custodians to enter the meeting room at any time.
15. The grand piano is not permitted to be played except by prior arrangement. Absolutely no items are to be placed on the top of the piano. Any damage to the piano or cover will be charged to the renter. Moving the piano in and out of the storage room must be done under the supervision of a library staff member.
16. GPPL cannot be responsible for items left in the room.
(Equipment, supplies, or personal effects cannot be stored or left in the meeting room before or after use. In the case of a two-day rental, and if there are no other bookings during this time frame, the Library Director may give consent for materials to be left in the meeting room overnight. GPPL however, is not responsible for these items.)
17. GPPL programs are given first priority for the meeting rooms. GPPL reserves the right to cancel bookings with two weeks' notice if needed for library programming. All efforts will be made to avoid cancellations.
18. The lessee signing the contract must be eighteen (18) years of age or over and by signing this contract assume full responsibility and liability for the function and those involved in the function. Any vandalism, disruptive behavior or extended use of allotted time may be subject to additional charges and/ or loss of privileges.
19. Lighted candles or flames are not to be used within GPPL, including its meeting rooms.
20. The lessee agrees to indemnify and save harmless GPPL and the City of Grande Prairie from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of, or in any way related to the rental of the facilities under this agreement. Without restricting the generality of the foregoing, the lessee shall be responsible for any loss or damage to the facility property or equipment, howsoever caused, arising out of the rental of the facility under this agreement.
21. Meeting room users should make the attendees aware that in case of emergency, the GPPL muster point is at the East end of the parking lot.

I hereby agree to the terms and conditions as indicated in this agreement.

Lessee Signature

Date

**Please return completed contract within 3 business days of requesting a booking date;
Booking is not confirmed without Lessee signature and confirmation by Booking Desk.**