



Burns Lake Public Library Meeting Room Rental Agreement

Application Date: _____

Name of Organization/Individual: _____

Contact Name (if different than above): _____

Mailing Address: _____

Postal code: _____

Contact Phone Number: _____

Email: _____

Nature of Activity: _____

Date(s): _____

Time: _____ TO _____

Estimated Attendance: _____ Hourly: _____ Less than 4 hrs

More than 4 hrs Party (4 hrs max)

Rental time must include any needed set up and clean up time.

MPR Number of Chairs: _____ (40 max)	Number of Tables: _____ (5 max)	Office Space: Number of People: _____ (2 max)
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The applicant certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the Applicant and agrees that the Applicant has received and will observe all the Library's policies and procedures. The Applicant agrees to exercise the utmost care in the use of the facility. Users must hold and save harmless the Burns Lake Public Library from and against all claims and damages arising out of, or in any way connected with the event.

I understand that I am responsible for my own set up and clean up (see attached checklist). If clean up is not completed to the satisfaction of library staff, a cleaning charge of \$25 per hour, with a minimum charge of one hour for any clean up, will be levied.

The information on this form is collected by Burns Lake Public Library under the authority of BC's Library Act and BC's Freedom of Information and Protection of Privacy Act, 5.26. The information will be used for the purpose of renting the multi-purpose room. For questions about this collection or use of this information, please contact the Burns Lake Public Library's Privacy Officer, Monika at monika@burnslakelibrary.com or it's designee, Roberta at: roberta@burnslakelibrary.com

Applicant: _____

Date: _____

BLPL: _____

Date: _____

Non-Profit* Rate Daily	Commercial* Rate Daily	Private Individual* Rate Hourly	Party* Rate
\$25 less than 4 hrs \$50 more than 4 hrs	\$50 less than 4 hrs \$100 more than 4 hrs	\$15 per hour	\$100 max 4 hrs

MPR Deposit: \$50 to be paid separately by cash or cheque only and picked up within 30 days of rental unless it is an ongoing rental.

All deposits that are not picked up within 30 days will be considered a donation to the Burns Lake Public Library.
If you are unable to pick up your deposit, please make alternative arrangements with the library.

Rental Amount Received: _____ **Cash** **Cheque** **E-transfer**

Date Received: _____ **BLPL init.** _____

Deposit \$50: **Cash** **Cheque** **Date Received:** _____ **BLPL init.** _____

Deposit Returned Date: _____ **APPL. init.:** _____ **BLPL init.:** _____