

## COMMONS STUDIO RENTAL AGREEMENT

1. Have a valid Kitchener Public Library card in good standing. Library cards are issued at all Kitchener Public Library locations. Digital cards are not accepted.
2. I understand that Commons Studio operates solely during regular [business hours](#) at Kitchener Public Library.
3. *Individual renters:* I understand that payment must be provided for items upon pickup. Payment options are listed at the bottom of your quote.
4. *If renting on behalf of a company:* I understand that I will be invoiced for my order once my items are returned. Please allow up to 2 business days for your invoice to be sent.
5. Pay harmonized sales tax
6. Renter is responsible for picking up / dropping off orders at the Heffner Studio service desk inside Kitchener Public Library (located at 85 Queen St. N. in Kitchener).
7. Renter is responsible for returning all equipment in the condition in which it was received.
8. Batteries must be returned fully charged.
9. Renter is responsible for the first \$1,000 for replacement costs in the event of loss or theft of said equipment, to cover our insurance deductible. In case of damage to the said equipment the member is responsible for the cost of repair or replacement up to \$1,000.
10. Renter must report any loss, damage or malfunction of equipment to Commons Studio staff immediately.
11. Commons Studio will accept no liability for losses due to failure of equipment.
12. The renter must ensure the safe delivery of the equipment to Heffner Studio. It is not acceptable to send the equipment via courier, bus, or post, unless prior arrangements have been made with staff to do so.
  - The renter must return all equipment by the scheduled return date, or make appropriate arrangements with staff prior to return time. Late returns will result in late fees and penalties as follows: Up to 12 hours late: 100% of daily rental rate; More than 12 hours late: 150% of daily rental
  - If the renter fails to return the equipment on the scheduled return date, or if the late return interferes with another equipment booking, this will result in a 90 day suspension of rental access. A second offence will result in a 365 day suspension of rental access. The renter will continue to have access to facility rentals and all other membership privileges.
13. If the renter has outstanding fees owing to Commons Studio, they will not be permitted to rent equipment until said fees are paid. The renter may discuss this with staff to make arrangements.
14. The renter may be required to demonstrate their ability to use equipment, as determined by Commons Studio staff.

15. Effect of any injury that is sustained while using the equipment by self or third-party Commons Studio will not be held legally liable.

### **Rental Periods**

*Daily Rentals:* equipment may be picked up the preceding day between 12 pm and 5 pm, and returned on the day following the rental date between 9 am - 12 pm. (ie. a one day rental for the day of the 15th, allows the renter to pick-up equipment on the 14th between 12 pm and 5 pm, and return equipment on the 16th between 9 am -12 pm).

*Weekend Rental:* pick up between 12 pm and 5 pm on Friday, and return between 9 am and 12 pm on Monday.

In the event of a holiday the pick-up and return date are moved to the nearest business day.

### **Rental Rates**

We offer competitive pricing and discounts for multiple-day rentals.

- Receive 3 regularly priced consecutive weekdays for 2.5
- Receive 4 regularly priced consecutive weekdays for 3
- Receive 5 regularly priced consecutive weekdays for 3.5

Weekends are calculated at 1 day. Weekend rates are not affected by longer term rentals