



EXHIBIT A

RENTAL AGREEMENT FOR USE OF THE OLE SPACE

This Rental Agreement (“Agreement”) is entered into between the Placentia Library District (“District”) and _____ (“Renter”).

The Renter acknowledges receipt of the District’s Policy 6051 - Outdoor Library Experience (OLE) Rental Policy, confirms that they have read and understand its contents, and agrees to comply with all terms, conditions, and requirements set forth in the policy and this Agreement.

1. Facility Use

The District agrees to permit Renter use of the Outdoor Learning Experience (OLE) space on:

Date: _____

Time: _____

Purpose of Use/Event Name: _____

Occupancy: _____ (maximum occupancy is 80)

2. Payment

Rental fees and required deposits must be paid in full two weeks prior to the event. Rental time includes setup and cleanup.

3. Revenue Sharing Fee

The District charges a space rental fee equivalent to 15% of the revenue generated by Renter. Renter shall provide to District an accounting of its sales generated while using District space within 30 days of the event. District shall notify Renter of the amount owed within 10 days thereafter. Payment shall be owed no later than 30 days after receiving the District’s notification of payment owed.

4. Staffing

District staff is required for all after-hours rentals at \$50 per hour per staff member.

Renter may be required to provide a Certificate of Insurance naming the Placentia Library District as additionally insured.

6. Indemnification

Renter agrees to indemnify, defend, and hold harmless the Placentia Library District, its Board, officers, employees, and volunteers from any claims, damages, or liabilities arising from use of the facility.

7. Damage

Renter is responsible for any damage beyond normal wear and tear, as determined by District staff. Repair costs will be deducted from the deposit and billed accordingly.

8. Cancellation

Cancellations must be made in writing within 48 hours of the rental date. No refunds will be issued after such date.

9. Compliance

Renter agrees to comply with all District policies, local laws, fire codes, and safety regulations. Failure to comply may result in immediate termination without refund and exclusion from future rentals.

Renter Information

Full Name: _____

Mailing Address: _____

Email: _____

Phone Number: _____

Signature: _____ Date: _____

*****INTERNAL USE ONLY*****

Approved by Library Director or Designee: _____

Date: _____

Renter's Documents Received:

_____ Agreement Date: _____ Staff Initials: _____

_____ Payment Date: _____ Staff Initials: _____

_____ Proof of Insurance Date: _____ Staff Initials: _____