

Appendix 3 Library Facility Use Request

Name:	
Organization:	
Type of Event:	
Phone number:	
Email Address	

Space(s) requested:	
Date(s) requested:	
Start time(s) (include setup):	
End time(s) (include cleanup):	
Equipment requested (optional):	

Fees: Community Room Only

\$40 per hour

\$20 per hour surcharge for any event taking place wholly or partially outside library hours

(10-7 Mon-Thu, 11-6 Fri, Sat and Sun 11-5)

Community Room/North Wing Combined

\$250 per hour

North Wing Only

\$200 per hour

Fireplace Lounge Only (includes option to remove 2 rows of shelving)

\$100 per hour

AV equipment

\$40 per day (or portion thereof)

Polycom Speakerphone

Additional charges apply for long distance calls

All fees are also subject to applicable taxes

Available equipment includes: 6 tables, 50 chairs, wireless internet, AV projection for laptop, DVD and/or lectern with microphone, wireless headset microphone, Polycom speakerphone, portable whiteboard, 2 flipchart easels, refrigerator, sink, and microwave/convection oven.

Equipment not provided includes: presenter laptop, flipchart paper, markers, dishware, cutlery & paper products.

All requests for bookings wholly or partially outside Library hours (11-7 Mon-Thu, 11-5 Fri, Sat and Sun 11-5) must be received 3 weeks in advance.

The Library's terms and conditions with respect to facility bookings are contained in the Library's Policy Manual, Section 801, Community Use of the Library. Section 801 is attached. I have read and agree to these terms and conditions:

Signature: _____ Date: _____

Print name: _____

Organization: _____ Position: _____

801 Community Use of the Library

1. When not in use for library events the main library space, community room, the plaza and the deck are available for events which, in the opinion of the Library Director, are appropriate for the Library.
2. If deemed appropriate, the facility may be used for a fee as long as the use does not interfere with library operations.
3. Any requests requiring library closure need approval of the Board.
4. A Facility Use Request form should be submitted for reservation of library facilities and must be accompanied by the assigned fees.
5. The Library provides a discounted rate for non-profits, as long as no fees are charged to attendees.
6. Refunds will be provided for events cancelled 7 days in advance of the booking date.
7. The Library may limit the number of bookings by any one person or organization.
8. Upon 7 days' notice, an event may be cancelled by the Library.