

# MEETING ROOM PERMIT/INVOICE

**Organization Name:** \_\_\_\_\_

**Contact/Person Responsible:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone: (Home)** \_\_\_\_\_ **(Work)** \_\_\_\_\_ **(Fax)** \_\_\_\_\_

**Date(s) Required:** \_\_\_\_\_

**Room Required:**  **Carnegie Room**  **Board Room (seats 10)**

**Time Required:** \_\_\_\_\_ **to** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_

**Regular Hours:** Monday - Friday: 9 a.m. to 8:30 p.m. / Saturday: 9 a.m. to 5 p.m.

**NOTE: You are responsible for setting up the room. Please give yourself enough time to set up chairs and tables before your meeting and to clean up afterward. We ask that the room be left as you found it.**

**Organization and Meeting Type:**

NON-PROFIT		FOR PROFIT
<input type="checkbox"/> Open to public <input type="checkbox"/> Free admission <input type="checkbox"/> Public information	<input type="checkbox"/> Meeting for members only <input type="checkbox"/> Admission charged <input type="checkbox"/> Government service <input type="checkbox"/> Seminar/workshop <input type="checkbox"/> Business meeting	
<b>Fee Per Hour</b> <input type="checkbox"/> Carnegie Room = \$0 <input type="checkbox"/> Board Room = \$0	<b>Fee Per Hour</b> <input type="checkbox"/> Carnegie Room = \$25 <input type="checkbox"/> Board Room = \$20	<b>Fee Per Hour</b> <input type="checkbox"/> Carnegie Room = \$50 <input type="checkbox"/> Board Room = \$25

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**Cancellations:**

Cancellation of meetings should be made with as much advance notice as possible. Failure to notify the Library of cancellation may result in an organization being excluded from further scheduling at the Library. The Library reserves the right to reschedule or cancel meetings when necessary.

**Room Rental Fees:**

(hourly rate) \_\_\_\_\_ X (total hours) \_\_\_\_\_ X (days) \_\_\_\_\_ = \$ \_\_\_\_\_

**Equipment Rental Fees:**

Digital Projector \$10

Podium n/c

Flipboard n/c

(equipment rental total) \_\_\_\_\_ X (days) \_\_\_\_\_ = \$ \_\_\_\_\_

Other Charges = \$ \_\_\_\_\_

**TOTAL FEES= \$ \_\_\_\_\_**

**We certify that we have read and agree to observe the Library Meeting Room Regulations.**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please sign and return this form with your payment for the full amount shown above.**

**Staff Use Only**

Organization: \_\_\_\_\_

Date Taken: \_\_\_\_\_

Date Sent: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

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## Library Meeting Room Regulations

All meeting room activities must be confined to the meeting room rented, and not to any other part of the Library building.

Rooms may be booked for community use, e.g. meetings, education (including training), cultural events and community interest activities. At this time, rooms are not available for private functions (e.g. weddings, birthday parties, etc.).

St. Thomas Public Library Board will not be responsible for personal injury or damage, nor the theft or loss of clothing or equipment of the applicant or anyone attending on the invitation of the applicant.

The renter (authorized officer) will be responsible for clearing the meeting room during a drill or fire alarm according to the approved library fire plan.

Exits are to be kept free from obstruction.

Organizations are responsible for ensuring that the appropriate, allowable seating capacity of the rooms is not exceeded.

Alcoholic beverages and smoking are prohibited.

No storage of materials or supplies is allowed.

Meetings must end on time, so the room may be prepared for other meetings and/or the closing of the Library. It is the responsibility of the applicant to inform the staff when the room is vacated, so that it may be secured.

Additional fees may be levied if terms and conditions are not met.

All advertising must specify the sponsor of the program.

Groups using the meeting room are responsible for any requirements for hearing or visually impaired attendees and for providing requested accommodations for meetings or programs. A statement regarding the availability of accommodations must be included on all publicity or notices.

Additional conditions and terms are printed on the Room Rental Agreement.

The applicant is responsible for the conduct and supervision of all persons admitted to the meeting room and will see that all regulations contained in this permit are strictly observed.

The applicant is responsible for costs of any repairs or damage arising from the use of Library property.

The Board will provide light and heat. The applicant will pay such fees for extra work by maintenance or as the Board may determine.

Games of chance, lottery or gambling are not permitted.

Language and behaviour of all participants will be in keeping with the general purposes and community presence of the library.

If food or beverage is to be brought into the meeting rooms care must be taken that floors, furnishings, rugs, etc. are not harmed in any way. Food, beverages and accompanying supplies must be removed from the room once the rental is finished. The areas used must be left in a clean and tidy condition.

The meeting rooms may not be used for any activity which contravenes local, provincial or federal statutes.

The St. Thomas Public Library Board reserves the right to accept or refuse a reservation, or to cancel any books at its discretion. Priority for the use of a meeting room is given to programs sponsored or co-sponsored by the Library.