

MEETING ROOM RENTAL APPLICATION

This application is for inquiries only - providing information does not secure a booking. Library staff will review and process applications in the order in which they are received. Response time will vary based on volume of inquiries.

Please send completed application to info@stthomaspubliclibrary.ca or drop off at St. Thomas Public Library.

APPLICABLE FEES

Non-Profit Group

Carnegie Room = \$20/hour
Board Room = \$10/hour

For Profit Group

Carnegie Room = \$50/hour
Board Room = \$25/hour

Full Name: _____

Title (if applicable): _____

Organization (if applicable): _____

Is your group Not-For Profit?

YES

NO

If yes, please provide proof of status with your booking request (i.e. registered charity or not-for-profit number) or a letter summarizing your organization and why you are non-profit.

Street address: _____

City and Province: _____

Postal Code: _____ Email: _____

Phone Number: _____ Website (if applicable): _____

Booking Request - All fields required

Room Requested: Carnegie Room Board Room (seats 10)

Date(s): _____

Time(s): _____

***Note:** The library is open Monday - Friday, 9 a.m. - 8:30 p.m. and Saturday, 9 a.m. - 5 p.m. You are responsible for setting up the room. Please give yourself enough time to set up the room to meet your needs and to clean up afterward. We expect the room be left as you found it.

Number of Attendees: _____

Equipment Needed

Number of Chairs: _____ Number of Tables: _____ Digital Projector: _____ Podium: _____ Flipboard: _____

See Reverse for Questionnaire

Questionnaire - All fields required

What type of gathering are you planning? (i.e., meeting for members only, business meeting, lecture, workshop, etc.)

What are the purpose and the subject matter of the booking (provide a detailed response, including names of any guest speakers)?

Will the booking be open to and advertised to the public? **YES** **NO**

***All advertisements must include:** This program is not sponsored by St. Thomas Public Library and the Library carries no responsibility for its content.

Will food or beverage be available during the booking? **YES** **NO**

Will music be played or will there be a live performance? **YES** **NO**

If yes, please be aware that noise levels must be kept to a minimum and not cause any disruption in the Library.

Will admission be charged for entrance? **YES** If yes, how much? _____ **NO**

Staff Use Only

Received: _____

Status: _____

Staff: _____

Manager: _____