

St. Catharines Public Library - Meeting Room Application Form

54 Church Street, St. Catharines, ON L2R 7K2 Email: info@myscpl.ca Phone: 905-688-6103 ext. 238

Organization: _____ Not-for-Profit For-Profit

Contact Name: _____ Email: _____

Address: _____

Phone: _____ Can the phone number be given to the public? Yes No

Nature of event: _____

Room Requested:	Not-for-Profit (4 hours)	For-Profit (4 hours)	Additional Time	Room Requested:	Not-for-Profit (4 hours)	For-Profit (4 hours)	Additional Time
<input type="checkbox"/> Mills Memorial Room (max capacity – 100)	\$40.00	\$60.00	\$15.00	<input type="checkbox"/> Kiwanis & Trust Room (max capacity – 10)	\$15.00	\$20.00	\$5.00
<input type="checkbox"/> Rotary/Bankers Rooms (max capacity – 60)				<input type="checkbox"/> Story Hour Room (max capacity – 10)			
<input type="checkbox"/> Rotary Room (max capacity – 30)	\$20.00	\$30.00	\$7.50	<input type="checkbox"/> Dr. Huq Family Branch (max capacity – 20)	\$20.00	\$30.00	\$7.50
<input type="checkbox"/> Bankers Room (max capacity – 30)				<input type="checkbox"/> Merritt Branch (max capacity – 20)			

Date Requested: Monday Tuesday Wednesday Thursday Friday Saturday

Day/Month/Year: _____ Attendance: _____

Time of Meeting: from _____ to _____ Access Requested: from _____ to _____

Room Set Up: Classroom (tables in rows, 2 chairs per table) Conference (chairs around central table)

Theatre (chairs in rows) U-Style (chairs around central table in U shape)

Other (please explain): _____

Special instructions for set up: _____ Smudging

Equipment Requested: <input type="checkbox"/> Flipchart / Whiteboard \$5 <input type="checkbox"/> Easel \$5 <input type="checkbox"/> Lectern \$5 <input type="checkbox"/> Piano – Community Group \$10/hr <input type="checkbox"/> Piano – Advanced Student \$5/hr <input type="checkbox"/> Kitchen Use (kettle & coffee urns) \$5	Audio-Visual Equipment Requested: <input type="checkbox"/> Laptop Computer \$25/4hrs <input type="checkbox"/> LCD Projector \$50/4hrs <input type="checkbox"/> TV/DVD/VCR Combo \$20 <input type="checkbox"/> Projection Screen \$5 <input type="checkbox"/> Projection Table – 26" \$5 <input type="checkbox"/> Projection Table – 42" \$5	<input type="checkbox"/> Sound System \$40 (with 1 free microphone) <input type="checkbox"/> Microphone – On Stand \$10 <input type="checkbox"/> Microphone – Lapel \$10 <input type="checkbox"/> Microphone – Tabletop \$10
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Cancellation and Refund Policy:

I understand that I will be charged and refunds will not be given if room cancellations are not made 2 days in advance of the booking. I have read the Meeting Room Policy and rules governing the rental of the room and the conditions therein will be observed.

Signed: _____ Date: _____

All prices are subject to HST. Limited equipment is available at Branch locations.

Office Use Only			
Date	Invoice #	Amount	Receipt #
Approved: _____		Date: _____ <input type="checkbox"/> Sent to Maintenance	

Rules for use of Library Meeting Rooms

- Rooms are available for rent at the Central Library, Dr. Huq Family Library and Merritt Library during open hours. All meetings must conclude 15 minutes before the close of the Library. Bookings are not available on Sundays.
- Rooms must be left in an orderly and clean condition. All garbage must be put into waste containers.
- Smoking and alcohol consumption is not permitted.
- The use of open flames, smoke or odour produced by burning aromatic substances such as candles is strictly prohibited. Smudging must be requested at the time of application and is only permitted in the Rotary Room or Bankers Room at the Central Library.
- It is the responsibility of the renting group to follow fire protocols including evacuating the room in case of a fire alarm or other emergency.
- Use of the kitchen facilities and any equipment must be requested at the time of application. Use of the kitchen is for serving non-alcoholic beverages and light refreshments only. The Library does not supply dishes or utensils.
- A baby grand piano, located in the Mills Memorial Room, may be booked for events and practice. The piano is available for practice by advanced students for a minimal fee. Bookings should be made in advance. The Library follows a regular piano tuning program. However, if piano tuning is requested by a group or individual, arrangements must be made through the Library at the time of the booking. The current rate for tuning will be charged.
- Any promotional material for meetings or activities using rented space at the Library must not misrepresent or imply that event is Library sponsored. The Library logo cannot be used. Distribution of promotional material in the Library is not permitted, except for requesting inclusion on any community events displays.

Bookings, Fees, Payment, Cancellations and Refunds

- Groups must designate a contact person responsible for bookings and for signing the Meeting Room Application Form.
- Meeting rooms may be booked by phone or email but a signed Meeting Room Application Form is required to confirm the booking. The Library reserves the right to limit the number of bookings.
- Payment may be made in advance or the group may request an invoice. The Library accepts cash, debit, credit and cheques payable to the St. Catharines Public Library. NSF (not sufficient funds) cheques will be subject to a \$20.00 handling charge.
- To receive a full refund and no charge, **cancellations for room bookings must be reported at least 48 hours in advance.**
- The Library will not accept new bookings and will cancel existing room bookings for groups that have invoices outstanding for 45 days or more. Those accounts will be turned over to a collection agency.