

**LIBRARY MEETING ROOM APPLICATION FORM**

Organization _____	Contact Name _____
Address _____	City/Postal Code _____
Phone _____	Fax _____
Email _____	
(Can the phone number be given to the public? Yes <input type="checkbox"/> No <input type="checkbox"/> )	
Nature of Meeting _____	
Is your organization <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/>	

DAY REQUIRED					DAY	MO.	YR.	ROOM REQUESTED*	DATE ROOM CONFIRMED
T	W	Th	F	S					
Time of meeting: from _____ to _____					Access required: from _____ to _____				
Expected Attendance: _____									
Room Set Up: Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> U Style <input type="checkbox"/> Conference <input type="checkbox"/> Other _____									
Special instructions for set up: _____									
*See page 2 for room capacity and fees.									

**EQUIPMENT REQUIRED** (See page 2 for fees)

Lectern  Easel  Flipchart w/paper  Blackboard  Piano  Other \_\_\_\_\_

**AUDIO-VISUAL EQUIPMENT REQUIRED** (See page 2 for fees)

Laptop computer  LCD projector  Wireless Internet  TV/DVD/VCR combo

Projectors > Film  Slide  Overhead

Microphones > On stand  Lapel  Tabletop

Sound system > Mills Room  Portable

Rolling Projection Table > 26"  42"

Projection screens > 50x50"  60x60"  70x70"  84x84"  8x10'

**KITCHEN FACILITIES REQUIRED** (See page 2 for fees) Yes  No

**CANCELLATION / REFUND POLICY**

Groups will be charged and no refunds will be given if room cancellations are not made 14 days in advance of the booking.

It is understood and agreed between the applicant and the St. Catharines Public Library that the applicant has read the Meeting Room Policy and regulations governing the rental of the room and that the conditions therein will be observed.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Completed form must be returned within 10 days of the tentative booking.

OFFICE USE ONLY							
DATE	INV. #	AMOUNT	RECEIPT NO.	DATE	INV.#	AMOUNT	RECEIPT NO.

Approved: \_\_\_\_\_

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

Sent to Maintenance

## MEETING ROOM FEE SCHEDULE

ROOM	TIME	NON-PROFIT RATE INITIAL FEE	FOR PROFIT RATE INITIAL FEE	ADDITIONAL BLOCK(S)
Mills Room	9:00 a.m.-12 noon	\$40.00	\$60.00	\$15.00
	1:00 p.m.-5:00 p.m.			
	6:00 p.m.-11:00 p.m.			
Rotary or Bankers Room	9:00 a.m.-12 noon	\$20.00	\$30.00	\$7.50
	1:00 p.m.-5:00 p.m.			
	6:00 p.m.-11:00 p.m.			
Rotary and Bankers Rooms Combined	9:00 a.m.-12 noon	\$40.00	\$60.00	\$15.00
	1:00 p.m.-5:00 p.m.			
	6:00 p.m.-11:00 p.m.			
Kiwanis/Trust Room or Story Hour Room	9:00 a.m.-12 noon	\$15.00	\$20.00	\$5.00
	1:00 p.m.-5:00 p.m.			
	6:00 p.m.-9:00 p.m.			

### SEATING CAPACITY AND ARRANGEMENTS

#### Mills Room

(34' L x 27' W plus 10' stage)

Theatre style – 130 chairs

Conference Style – 50 to 60 chairs

#### Rotary or Bankers Room

(24' L x 20' W) or (21' L x 20' W)

Theatre style – 30 chairs

Conference style – 10 to 15 chairs

#### Rotary and Bankers Room

(45' L x 20' W)

Theatre style – 60 chairs

Conference style – 20 to 30 chairs

#### Kiwanis/Trust Room or Story Hour Room

(20' L x 15' W)

Conference style – 6 to 8 chairs

### EQUIPMENT/KITCHEN FEES

Equipment	Rate	Equipment	Rate
Laptop computer	\$25/4 hrs.	Rolling Projection Table 26" <input type="checkbox"/> 42" <input type="checkbox"/>	\$6
LCD Projector	\$50/4 hrs.	Projectors Film <input type="checkbox"/> Slide <input type="checkbox"/> Overhead <input type="checkbox"/>	\$20
Wireless Internet Access	\$5/4 hrs.	Lectern <input type="checkbox"/> Easel <input type="checkbox"/> Blackboard <input type="checkbox"/>	\$5
TV/DVD/VCR Combo	\$20	Flipchart w/paper <input type="checkbox"/>	\$5
Sound System (up to 4 microphones) (Mills Room only)	\$30	Piano Advanced student <input type="checkbox"/> Community group <input type="checkbox"/>	\$5/hr. \$10/hr
Portable Sound System (1 microphone)	\$50	Projection screens 50x50" <input type="checkbox"/> 60x60" <input type="checkbox"/> 70x70" <input type="checkbox"/> 84x84" <input type="checkbox"/> 8x10' <input type="checkbox"/>	\$5
Microphones On stand <input type="checkbox"/> lapel <input type="checkbox"/> tabletop <input type="checkbox"/>	\$10	<b>Kitchen</b> Kitchen use includes kettle and coffee urns	<b>Rate</b> \$5

**ALL ROOM RATES AND EQUIPMENT/KITCHEN FEES SUBJECT TO GST.**