

Sault Ste. Marie Public Library

Meeting Room Booking / Rental Form

Date Request Made: _____

Renter's Name (Group or Individual) _____

Contact Name _____

Address _____ City/Postal Code _____

Phone _____ Fax _____ Email _____

Room Requested: _____

Date & Time Room to be Used _____

Profit Making or Non Profit Making Use _____

Purpose of Room Use: _____

Equipment Required

Flipchart with paper : _____ Projector: _____ Laptop: _____

Room Set Up Requirements

Number of people : _____ Number of Chairs : _____ Number of Tables : _____

Style of Room Set Up (if required):

Lecture / Classroom : _____ Board Room : _____ Restaurant : _____ Other: _____

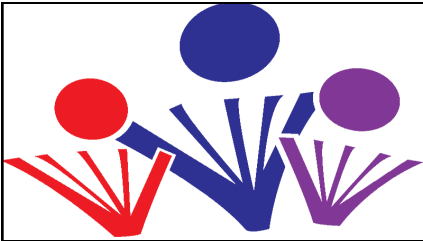
Diagram : (if necessary)

The undersigned has read and agrees to abide by the terms and conditions of room rental and use as outlined in the Sault Ste. Marie Public Library's Meeting Room Use and Rental Policy (see back of form).

Signature of Room Renter _____

Request Approved _____

Date _____



Sault Ste. Marie Public Library

MEETING ROOM RENTAL FEES SCHEDULE EFFECTIVE SEPTEMBER 17, 2012

LOCATION	MEETING ROOM	RENTER STATUS	HOURLY RATE (includes HST)	HALF DAY RATE (includes HST)	FULL DAY RATE (includes HST)
Centennial Library	Program Room (capacity 139)	Profit Making	\$15.00	\$45.00	\$90.00
		Non Profit	\$10.00	\$30.00	\$60.00
	Computer Commons Room (Capacity 9)	Profit Making	\$5.00	\$15.00	\$30.00
		Non Profit	\$2.00	\$6.00	\$12.00
Korah Branch	Essar Community Room (Capacity 75)	Profit Making	\$13.00	\$39.00	\$78.00
		Non Profit	\$8.00	\$24.00	\$48.00
INVOICED ITEM		TOTAL w/HST		Payment Made By:	
Room Rental Rate Total					
Other Total				Payment Received/Date:	
TOTAL INVOICED					

Please note the additional fees that may apply to your room booking:

After Hours Fee: \$35.40 + HST / hour prorated on 15 min intervals

Room Clean Up Fee : \$30.00 / hour + HST

Damages : Actual cost to repair or replace.