



# MEETING ROOM RENTAL FORM

Information Desk, Centennial Library  
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Booking Type:      Single Occurrence  
                               Recurring  
                               Partnership

## RENTER'S INFORMATION:

Contact Name: \_\_\_\_\_

Group or Organization Name (if applicable):  
 \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## ROOM INFORMATION:

Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

Date(s): \_\_\_\_\_ Hours: \_\_\_\_\_ to \_\_\_\_\_

General purpose of room use: \_\_\_\_\_

### Program Room A

(maximum capacity 60 seated adults)

Please check all supplies required:

- Projector cables:
- Laptop:
- Flipchart:
- Number of tables required (Max 8): \_\_\_\_\_
- Number of chairs required: \_\_\_\_\_
- Will food or beverages be served:    yes    no

### Program Room B

(maximum capacity 9)

Please check all supplies required:

- White board computer access:
- Laptops:
- Number of laptops: \_\_\_\_\_
- Number of tables (Max 4): \_\_\_\_\_
- \*Please note food and beverages are not permitted in this room.

Additional information:  
 \_\_\_\_\_  
 \_\_\_\_\_

## TERMS AND CONDITIONS:

- The renter and attendees must abide by the Library's policies and Rules of Conduct. Copies of policies available upon request.
- Cancellation of room rental must be reported to the Library five (5) business days in advance. Cancellation notice of less than five (5) days shall result in a 100% charge of the room rental rates.
- The Library is not responsible for damage to, theft or loss of articles or property belonging to renters and/or to program attendees.
- Organizations and groups are responsible for the set-up and clean-up of the room and leaving it in its original state. Any damages and/or messes which require the attention of cleaning staff may result in additional charges.
- Requests to serve food and beverages must be placed at time of booking. All food and beverage arrangements (including permits and licenses), set-up and clean-up are the responsibility of the renter. The renter must abide by Algoma Public Health Standards for all public events.
- All publicity and signage related to the use of the Library's meeting rooms by the renter must be approved by the library.
- If the Library is unable to provide the meeting room due to matters beyond the Library's reasonable control, including but not limited to damage to the premises or labour disruption, then the booking shall be terminated and a full refund paid.

## RENTAL RATES (INCLUDING HST):

**Program Room A: \$25 per hour  
or \$20 per hour for library members**

**Program Room B: \$15 per hour  
or \$10 per hour for library members**

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

- After Hours Fee: \$35.40 + HST / hour pro-rated on 15 minute intervals. Requests for using room after hours [30 minutes before closing] must be approved in advance by Library Management.
- Room Clean Up Fee: \$30.00 + HST / hour.
- Damages: Actual cost to repair or replace.

The undersigned has read and agrees to abide by the terms and conditions of the room rental.

Signature of renter: \_\_\_\_\_ Date: \_\_\_\_\_

## RENTAL PAYMENT INFORMATION:

Total Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Pmt Method: \_\_\_\_\_

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

Approval for multiple bookings: \_\_\_\_\_

For internal use:

Copy to Renter      Posted on calendar with additional requirements noted

Invoice Payment - Copy to Administration

Invoice # \_\_\_\_\_