



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: <u>\$25 per hour</u> or <u>\$20 per hour</u> for library members	Program Room B: <u>\$15 per hour</u> or <u>\$10 per hour</u> for library members
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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 # _____