



MEETING ROOM RENTAL FORM

Information Desk, Centennial Library, 50 East Street
SAULT STE. MARIE ON P6A 3C3

Phone: 705.759.5236 Fax: 705.759.8752

Email: lib.info1@cityssm.on.ca

Single Occurrence Recurring Booking Partnership Booking

RENTER'S INFORMATION:

Contact Name: _____

Group or Organization Name (if applicable):

Mailing Address: _____

Phone: _____ Fax: _____

Email: _____

ROOM INFORMATION:

Date(s): _____ Hours: _____

General purpose of room use: _____

Program Room
(maximum capacity 60 seated adults)

- Projector cables required: yes / no
- Laptop required: yes / no
- Flipchart: yes / no
- Number of tables required: _____
- Number of chairs required: _____
- Will food or beverages be served: yes / no

Computer Commons Room
(maximum capacity 9)

- White board computer access: yes / no
- Laptops required: yes / no
- Number of laptops required (if applicable): _____
- *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: \$15 per hour

Computer Commons Room: \$5 per hour

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: _____ cash / chq / debit

Staff Initials: _____

Approval for multiple bookings: _____

For internal use:

___copy to renter

___posted on calendar with additional requirements noted