CLEAR FORM

MEETING ROOM RENTAL FORM

Sault Ste. Marie Public Library
North Branch
www.ssmpl.ca
"One stop....endless possibilities"

Service Desk, North Library
232 C Northern Avenue, Sault Ste. Marie ON P6B4H6
T: 705.759.5248 Fax: 705.541.7104
Email: lib.ncirc1@cityssm.on.ca www.ssmpl.on.ca

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 40 seated adults
(max 8 tables / max 40 chairs)
Please check all supplies required:

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

◯ Program Room B

Maximum capacity 20 seated adults
(max 5 tables / max 20 chairs)
Please check all supplies required:

- Projector cables: ◯
- Flipchart: ◯
- Number of tables required: _____
- Number of chairs required: _____

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 taping items to the wall, **only use painter's tape.**
- 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: **$20 per hour (with library card)** **$25 per hour (without library card)**		**Program Room B:** **$10 per hour (with library card)** **$15 per hour (without library card)**

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 # _____