

APPLICATION FOR RENTAL OF LIBRARY MEETING ROOM

Please complete and return to:

Welland Public Library
 50 The Boardwalk
 Welland, ON L3B 6J1
 Phone: 905-734-6210, ext. 2520
 Fax: 905-734-8955

NOTE: Bookings are confirmed only after a signed application and payment is received.

NAME of APPLICANT/ORGANIZATION: _____

CONTACT NAME: _____

ADDRESS: _____ POSTAL CODE _____

TELEPHONE: _____
 BUSINESS RESIDENCE ALTERNATE

NATURE OF MEETING: _____

Day(s) Required	Date Required	Time Required	# Attending	Room Requested
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Equipment Options (check box if required)	Rental Charges	
Chairs: Total Number	Room Rental Charge	\$
Tables: Total Number		
There is a charge for each item below	Equipment Charge	\$
Flipchart - \$5.00		
	Subtotal	\$
	HST (Equip. Rental only)	\$
	Total Charges:	\$

Please forward payment in the amount of \$ _____ **Cheques are payable to: Welland Public Library.**

Cancellations: A full refund less a \$5.00 administrative fee will be issued if cancellation request is received prior to the date(s) booked. It is understood and agreed between the applicant and the Welland Public Library that the applicant has read the regulations (page 2) governing the rental of the room and the conditions contained therein will be observed.

Note: Rooms rented during library hours of operation must be vacated 15 minutes prior to the library closing. Library closes Monday to Thursday at 9:00 PM; Friday at 6:00 PM; Saturday and Sunday at 5:00 PM. (Closed Sundays from May to September.)

Meeting Room Fee Schedule

Rooms	Set-up Style/ Capacity	Maximum Capacity	Regular Rate Up to 4 hours	Non-Profit Rate Up to 4 hours
Program Room	Meeting Room with kitchenette	Chairs only 30	\$60.00	\$24.00
		Tables & Chairs 24		
Seminar Room	Boardroom Style	Table & Chairs 12	\$30.00	\$12.00

DATE _____

AUTHORIZED SIGNATURE _____

LIBRARY TO COMPLETE THIS SECTION
Confirmation of Reservation

Payment Received (please check one) Cash Cheque + Credit Card (\$2.00 surcharge)

DATE: _____ AUTHORIZED SIGNATURE: _____

REGULATIONS FOR USE OF MEETING ROOMS

The Welland Public Library Board's "Meeting Room Rental Policy" outlines the regulations for use of the Library's meeting rooms, which include the following:

- The Library Board reserves the right to refuse an application and also to cancel any reservations at its discretion. Priority shall be given to library sponsored or co-sponsored programs.
- The use of library facilities shall be subject to the supervision of the employees of the Board or persons hired by the Board for that purpose.
- All organizations or groups using the library facilities must clearly specify the official name of the group in advertisements of meetings in the library.
- Keys to library facilities shall not be provided to individuals or organizations renting meeting rooms.
- The applicant is responsible for any damages incurred and will be required to indemnify the Welland Public Library Board against any and all claims of every nature and kind and any cost which may arise out of or by reason of granting this application. The library accepts no responsibility for lost or stolen articles.
- Meeting rooms rented during library hours of operation must be vacated 15 minutes prior to library closing.
- The Library Board reserves the right to cancel any bookings on 48 hours notice, at which time a full refund will be made.
- It is the responsibility of the groups using the facilities to leave them in the same condition as found. Storage space cannot be provided on an ongoing basis.
- No alcoholic beverages, including beer, wine or spirits may be dispensed or consumed on library property.
- Smoking is prohibited.
- Federal, Provincial, and Municipal laws, by-laws and fire regulations must be observed at all times.

Refunds and Cancellations: A full refund less a \$5.00 administrative fee will be issued if cancellation request is received prior to the date(s) booked. No refund if cancelled after the start of date(s) booked.

Returned Cheques: There will be a \$20.00 charge for cheques returned N.S.F.