

# 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. 2503  
 Email:  
 booking@wellandlibrary.ca

**PLEASE NOTE:** *Bookings are confirmed only when a signed application is approved and payment is received within 5 business days after approval.*

**NAME of APPLICANT/ORGANIZATION:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**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		
<b>There is a charge for each item below</b>	Equipment Charge	\$
	Subtotal	\$
	HST (Equip. Rental only)	\$
	<b>Total Charges:</b>	<b>\$</b>

**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 3) governing the rental of the room and the conditions contained therein will be observed.

**APPLICANT SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**BOOKING APPROVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

### Meeting Room Rental Fees

Rooms	Regular Rate/ 4 hour period	Regular Rate/ 2 hour period	Non-Profit Rate /4 hour period	Non-Profit Rate /2 hour period
<b>Main Branch Program Room</b>	<b>\$60.00</b>	<b>\$30.00</b>	<b>\$24.00</b>	<b>\$12.00</b>
<b>Main Branch Seminar Room</b>	<b>\$30.00</b>	<b>\$15.00</b>	<b>\$12.00</b>	<b>\$6.00</b>
<b>Seaway Mall Branch Program Room (front or back)</b>	<b>\$60.00</b>	<b>\$30.00</b>	<b>\$24.00</b>	<b>\$12.00</b>
<b>Seaway Mall Branch Undivided Program Room</b>	<b>\$120.00</b>	<b>\$60.00</b>	<b>\$48.00</b>	<b>\$24.00</b>
<b>Diamond Trail Branch Program Room</b>	<b>\$60.00</b>	<b>\$30.00</b>	<b>\$24.00</b>	<b>\$12.00</b>

## Meeting Room Details

Rooms	Set-up Style/ Capacity	Maximum Capacity	Equipment Included
Main Branch Program Room	Meeting Room with sink	30 Chairs 6 Tables	75" Wall-mounted LED-LCD television monitor with sink Whiteboard
Main Branch Seminar Room	Boardroom Style	8 chairs 2 tables	Whiteboard 75" wall mounted LCD television monitor
Seaway Mall Branch Program Room (Front)	Meeting Room	6 Tables Approx: 30 Chairs	65" Wall mounted LED-LCD television monitor
Seaway Mall Branch Program Room (Back)	Meeting Room	6 Tables 30 Chairs	65" Wall mounted LED-LCD television monitor with sink
Seaway Mall Branch Undivided Program Room	Meeting Room	60 Chairs – 60 12 Tables Tables & Chairs Setup - 36	Two 65" Wall mounted LED-LCD television monitors with sink
Diamond Trail Branch Program Room	Meeting Room	Tables & Chairs - 20	No equipment included

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*LIBRARY STAFF TO COMPLETE THIS SECTION*

**Payment Received** (please check one)

Cash

Cheque

Credit Card

**PAYMENT RECEIVED BY:**

**DATE:**

\_\_\_\_\_

\_\_\_\_\_

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## REGULATIONS FOR USE OF MEETING ROOMS

Meeting rooms are provided for library and library-related programs and meetings and the City of Welland and their Boards and Commissions. After these needs are met, the meeting room facilities may be reserved by groups and organizations in accordance with the Library's Meeting Rooms Policy (OP-11), established by the Library Board.

- Use of the meeting room by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library will not knowingly permit any individual or groups to use its facilities in contravention of the *Criminal Code of Canada* and/or any other applicable legislation.
- The meeting rooms cannot be rented for private social functions, fundraising events or bazaars, lottery/gaming, or for business promotions such as sales of products and services.
- The Welland Public Library is a non-smoking facility. Alcohol consumption is not permitted in the meeting rooms.
- All meetings must conclude 15 minutes before the library closes. Meeting rooms may not be available on Sundays or outside of Library hours.
- Setup for meeting rooms is the responsibility of the renter or renting organization.
- The room booking will be confirmed upon receipt of payment in full and a completed and signed Application for Rental of Library Meeting Room. Payment can be made by cash, cheque or debit.
- Cancellations made at least 48 hours before the booking will be refunded less a \$5.00 administration fee. After that period, no refunds will be given.
- Rooms are rented on a cost recovery basis. There is a minimum rental rate per two-hour period for each room. Additional fees are applied for rental of library-owned equipment. All fees include HST.
- Non-profit organizations will be given a 40% discount off the regular rate. Non-profit organizations charging admission, advertising "admission by donation" or "donation suggested" or fundraising in library facilities will be charged the full rate. Please refer to FIN-01 for rental fees.
- Equipment required to show a DVD, video, or computer presentation is NOT provided by the Library and is the responsibility of the client. The Library does not provide any technical support for use of the Program Room equipment.
- A representative of the organization must sign a rental agreement stating that they have read the policy and agree to its terms.
- The Library reserves the right to cancel any bookings on 48 hours notice, at which time a full refund will be made.
- Federal, Provincial and Municipal laws, by-laws and fire regulations shall be observed at all times.
- The renting organization is responsible for any damage to library property incurred while renting a meeting room.
- Failure to follow this policy, the Welland Public Library Rules, or the terms described in the rental agreement, after one written warning, will result in the cancellation of future room booking privileges.

**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.