

Weyburn Public Library Meeting Room Rental Policy & Form

NOT THE LIBRARY YOU REMEMBER

Meeting Rooms Available:

- 1.) **Allie Griffin Auditorium** – Capacity: 85 (theatre style seating)
- 2.) **Program Room** – Capacity : 25 (theatre style seating)

All parts of the Library are handicapped accessible.

Access: Priority for access to library meeting rooms will be:

- 1st. **Library sponsored events and programs**
- 2nd. **Events co-sponsored by the Library**
- 3rd. **Other Events**

Apart from these priorities, booking will be made on a first come, first serve basis. Bookings up to 90 days in advance may be accepted.

Rates for Allie Griffin auditorium and Program Room:

- \$30.00 per room for 4 hours or less;
- \$60.00 per room per day;

*Access to meeting rooms outside Library hours are subject to a fee for security of \$31.50 for the first three hours and \$10.50 for each hour thereafter.

** Audio/ Visual equipment is available for an additional cost.

Restrictions: (Failure to comply may be subject to termination of the agreement.)

- ✓ Room rates apply to all groups/ bookings unless it is considered a library program.
- ✓ All bookings must be made by written application. Rental fees are payable prior to the use of the rooms unless terms are arranged in advance.
- ✓ Activities sponsored by groups whose aims are educational, cultural, or for civic betterment are welcome.
- ✓ Activities conducted in Library meeting rooms must not interfere with the general operation of the Library.
- ✓ Promotional Materials for events conducted in Library meeting rooms without Library sponsorship or endorsement must not imply such sponsorship or endorsement.
- ✓ The Library appreciates being provided with as much information as possible about your events so Library staff may answer inquiries from the public that may arise.
- ✓ Activities are to be conducted in the Allie Griffin Auditorium, or the Program room, not the entire Library unless otherwise arranged with staff.
- ✓ Event organizers/Parents? Guardians are responsible for supervising children at ALL times. Library staff is not responsible for the supervision of children
- ✓ Access to the Library shall be granted only by Library staff.
- ✓ Hot meals, alcoholic beverages, and smoking are prohibited.
- ✓ Organizations holding events involving participants under 18 years of age shall ensure adequate supervision by adults.
- ✓ Rooms must be left in a neat and orderly condition
- ✓ Damage to Library property will be billed to the organization booking the room.
- ✓ The Library will endeavor to arrange furniture to meet the needs of room users provided enough notice is given to avoid disruption of the normal deployment of staff. Permanent alterations to Library meeting rooms are prohibited.

Signature: _____



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The undersigned makes application according to the Library's meeting room policy for use of Library meeting room space as follows:

Dates required for booking: _____ Time _____ am/pm

Today's Date: _____

Contact Name: _____

Contact Address: _____

Contact Email: _____

Contact Phone Number: _____

Room Requested via: Email Phone In Person

****if meeting room booking will be after hours please confirm with Branch Manager first.****

Contact Signature: _____

Staff Approval by : _____

Name of Organization: _____

Purpose of Organization: _____

Rooms Required: _____

Purpose of Meeting: _____

Is this a public meeting? Yes No

Number of chairs required: _____ Expected Attendance: _____

Special Furniture Arrangement (if any): _____

Audio / Visual required (if any): _____

Fees

Rental Fee: _____

Security Fee: _____

Amount owed _____

Payment:

Cash Cheque Send Invoice (give Branch Manager)

Date paid: _____

