

## **Kennebecasis Public Library**

### **MEETING ROOM AGREEMENT**

The Board of Directors of the Kennebecasis Public Library wishes to make the library's meeting room facility available to the general public for meetings, seminars etc. First priority is given to the library's programs and to non-profit groups of an educational or cultural nature. Other organizations may be eligible to use the rooms as they are available. The board invites your attention to the following rental conditions.

#### **Reservations**

You may reserve the use of the multipurpose room by calling 849-5314. We recommend that you call at least a week in advance of the meeting date. Service charge payment must accompany the application form to be submitted before the meeting date. Groups may make bookings for regular use from September to December and January to June. These standing bookings may be pre-empted for the library's use with a two-week notice in writing given to the group.

#### **Days and Hours**

The meeting room is available at any time during the regular working hours or when the library staff is present. The regular library hours are as follows:

##### **Mid-September to Mid June**

Monday	10:00 a.m. - 5:00 p.m.
Tuesday	10:00 a.m. - 8:30 p.m.
Wednesday	1:00 a.m. - 8:30 p.m.
Thursday	10:00 a.m. - 8:30 p.m.
Friday	10:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.

##### **Mid-June to Mid September**

Monday - Wednesday	9:00 a.m. - 5:00 p.m.
Thursday	9:00 a.m. - 8:30 p.m.
Friday	9:00 a.m. - 5:00 p.m.

#### **Seating**

As indicated by the fire marshall: standing 135; seated 85

#### **Rental Fee**

Non-profit or education groups	\$10.00 per session
Business or commercial	\$40.00 per session

There are three sessions per day: morning, afternoon and evening.

### **General Conditions**

Meeting advertisements must clearly identify the sponsoring group and not imply the group is connected to or based in the library.

Sponsors of any meeting are required to leave the premises in the condition which existed prior to use of the facility.

Organizations holding meetings assume responsibility for any damage to the room, its contents and equipment.

The library will occasionally wish to prepare booklists or displays geared to the interests of a particular meeting. Sponsors are asked to call the participants' attention to such library promotions.

No alcoholic beverages will be permitted.

**THE LIBRARY RESERVES THE RIGHT TO CANCEL ANY BOOKING GIVING ADEQUATE NOTICE AND CAUSE.**

**Application and contract**

Full name of organization \_\_\_\_\_

President of organization \_\_\_\_\_

Individual filing application \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Office \_\_\_\_\_ Home \_\_\_\_\_

Date of meeting \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Purpose of function \_\_\_\_\_

Speaker \_\_\_\_\_

Estimated attendance \_\_\_\_\_

Equipment Required \_\_\_\_\_

\_\_\_\_\_

I have noted the conditions for the use of the meeting room and accept the responsibility for complying with them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's date

\_\_\_\_\_  
Library Staff

\_\_\_\_\_  
Today's date