

St. Catharines Public Library
54 Church Street, St. Catharines, ON, L2R 5K9
Phone: 905-688-6103 ext. 238 Fax: 905-688-6292
Email: reception@stcatharines.library.on.ca

LIBRARY MEETING ROOM APPLICATION FORM

Is your Organization: **Not-for-Profit** **For-Profit**

Organization: _____ Contact Name: _____

Address: _____ City/Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Can the phone number be given to the public? Yes No

Nature of Meeting: _____

See Page 2 for Meeting Room Capacity & Fees and Equipment & Kitchen Fees

DAY REQUIRED					DAY	MTH	YR	ROOM REQUIRED	DATE ROOM CONFIRMED
T	W	TH	F	S					

Time of meeting: from _____ to _____ Access required: from _____ to _____

Expected Attendance: _____

Room Set Up: Theatre Classroom U-Style Conference Other: _____

Special instructions for set up: _____

EQUIPMENT REQUIRED: Flipchart with paper Easel Blackboard Lectern Piano

AUDIO-VISUAL EQUIPMENT REQUIRED:

Laptop Computer LCD Projector Wireless Internet TV/DVD/VCR Combo

Projectors > Film Slide Overhead

Projection Screens > 50 x 50 " 60 x 60 " 70 x 70 " 8 x 10 '

Projection Table - Rolling > 26 " 42 "

Sound System (with 1 free microphone) > Mills Room Portable

Microphone Types > On Stand Lapel Tabletop

KITCHEN FACILITIES REQUIRED: Yes No

CANCELLATION / REFUND POLICY

Groups will be charged and no refunds will be given if room cancellations are not made 14 days in advance of the booking. It is understood and agreed between the Applicant and the St. Catharines Public Library that the Applicant has read the Meeting Room Policy and regulations governing the rental of the room and that the conditions therein will be observed.

Date: _____ Signature: _____

Completed form must be returned within 10 days of the tentative booking

OFFICE USE ONLY

DATE	INVOICE #	AMOUNT	RECEIPT #	DATE	INVOICE #	AMOUNT	RECEIPT #

Approved: _____ Date: _____

Sent to Maintenance

(see over)

MEETING ROOM FEE SCHEDULE		NON-PROFIT RATE INITIAL FEE	FOR PROFIT RATE INITIAL FEE	ADDITIONAL BLOCKS
ROOM	TIME			
Mills Room	9:00 a.m. – 12 noon	\$40.00	\$60.00	\$15.00
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 11:00 p.m.			
Rotary or Bankers Room	9:00 a.m. – 12 noon	\$20.00	\$30.00	\$7.50
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 11:00 p.m.			
Rotary and Bankers Rooms Combines	9:00 a.m. – 12 noon	\$40.00	\$60.00	\$15.00
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 11:00 p.m.			
Kiwanis/Trust Room or Story Hour Room	9:00 a.m. – 12 noon	\$15.00	\$20.00	\$5.00
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 11:00 p.m.			

SEATING CAPACITY AND ARRANGEMENTS

Mills Room
(34' L x 27' W)

Theatre Style – 110 chairs
Conference Style – 50 to 60 chairs

Rotary or Bankers Room
(24' L x 20' W) or (21' L x 20' W)

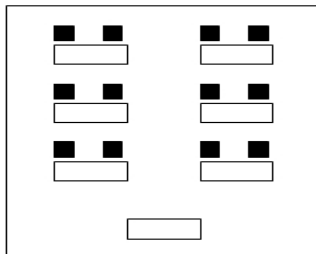
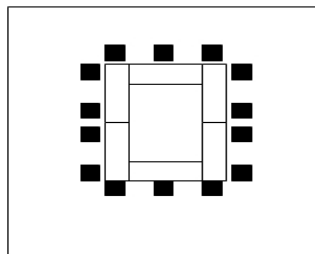
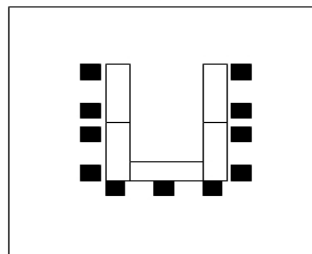
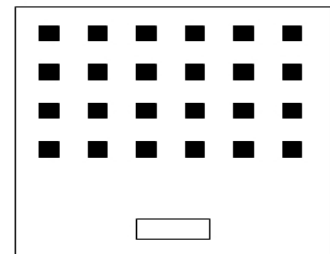
Theatre Style – 30 chairs
Conference style – 10 to 15 chairs

Rotary and Bankers Room
(45' L x 20' W)

Theatre Style – 60 chairs
Conference style – 20 to 30 chairs

Kiwanis/Trust Room or Story Hour Room
(20' L x 15' W)

Conference style – 6 to 8 chairs

Classroom*Conference**U-Style**Theatre***FEE SCHEDULE**

EQUIPMENT REQUIRED:	Rate
Flipchart with paper, Easel, Blackboard, Lectern	\$5 each
Piano – Advanced Student	\$5 / hour
Piano – Community Group	\$10 / hour
AUDIO-VISUAL EQUIPMENT REQUIRED:	
Laptop Computer	\$ 25 / 4 hours
LCD Projector	\$ 50 / 4 hours
Wireless Internet	Free
TV/DVD/VCR Combo	\$20
Projectors (All)	\$20
Projection Screens (All)	\$5
Projection Table – Rolling (All)	\$5
Sound System (All) – includes 1 microphone (Note: Mills Room accommodates 4 microphones)	\$40
Microphones – Additional (All)	\$10 each
KITCHEN FACILITIES REQUIRED:	
Kitchen use includes kettle and coffee urns	\$5

ALL ROOM RATES AND EQUIPMENT/KITCHEN FEES SUBJECT TO HST EFFECTIVE JULY 1, 2010