

**St. Catharines Public Library**  
 54 Church Street, St. Catharines, ON, L2R 7K2  
 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: \_\_\_\_\_

**Meeting Room Capacity & Fees (see page 2)**

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/Whiteboard  Easel  Blackboard  Lectern  Piano

**AUDIO-VISUAL EQUIPMENT REQUIRED:**

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

**Projection Screen** >

**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. – 10:00 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. – 10:00 p.m.			
Rotary and Bankers Rooms Combined	9:00 a.m. – 12:00 p.m.	\$40.00	\$60.00	\$15.00
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 10:00 p.m.			
Kiwans/Trust Room or Story Hour Room	10:00 a.m. – 12 noon	\$15.00	\$20.00	\$5.00
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 9:00 p.m.			
<b>BRANCHES</b> Dr. Huq Branch or Merritt Branch (limited equipment available)	10:00 a.m. – 12 noon	\$20.00	\$30.00	\$7.50
	1:00 p.m. – 5:00 p.m.			
	6:00 p.m. – 8:00 p.m.			

**SEATING CAPACITY AND ARRANGEMENTS****CENTENNIAL LIBRARY**

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

Kiwans/Trust Room or Story Hour Room

(20' L x 15' W)

Conference style – 10 chairs

**BRANCH LIBRARIES\*\***

Merritt Branch

(29' 3" L x 19' 10" W)

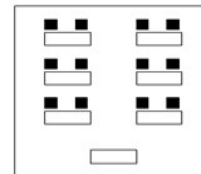
Theatre Style - 20 chairs

Dr. Huq Branch

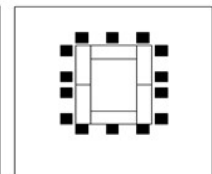
(29' 10" L x 13' 6" W)

Theatre Style - 20 chairs

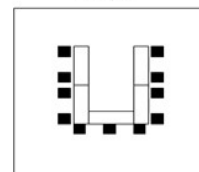
Classroom



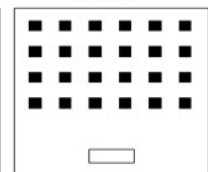
Conference



U-Style



Theatre

**FEE SCHEDULE****\*\* Limited equipment available at the branch locations**

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

ALL ROOM RATES AND EQUIPMENT FEES SUBJECT TO HST EFFECTIVE July 1, 2010