



East Ferris Public Library

Box 160 1257 Village Rd
RR#1 Astorville, ON
POH 1B0

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Application Form for use of the Claude Guillemette Room

Purpose of meeting: _____

Person/Organization in charge: _____

Address: _____

Telephone: _____

Fax Number: _____ E-mail address: _____

Date Required _____ Time: from: _____ to: _____

Expected Attendance: _____ (Maximum Occupancy 33 people)

Guidelines for Meeting Room Use

1. Only light refreshments and non-alcoholic beverages may be served and is the sole responsibility of the applicant.
2. Smoking is prohibited in all areas of the library.
3. Each group using the room is responsible for setting up room and returning it to its original condition.
4. All activities must end and clean-up completed ½ hour prior to closing hours.
5. The library is unable to provide storage space for groups using the room.
6. Nothing is to be affixed to walls in such a way as to damage walls or remove paint
7. Booking, pick-up and arranging of audiovisual equipment and/or material is the sole responsibility of the applicant.
8. All meetings will be confined to meeting room and not to any part of the building.
9. The maximum occupancy of the meeting room will not be exceeded.
10. All exits must be kept free from obstructions.

Fees and Liabilities

1. Groups with fifteen or more attendees may be assessed a \$50.00 refundable deposit.
2. Payment shall be made for any damage to or loss of library property, and a fee for janitorial service may be assessed if the room is not left in the condition in which it was found.
3. The library is not liable for injuries to people or damage to property of organizations using the room.

Reservations and Cancellations

1. The library reserves the right to cancel prior meeting room reservations without notice in the event of emergency, such inclement weather or unsafe building conditions.
2. Library staff should be notified as soon as possible if a meeting scheduled for the room has been cancelled.

Publicity

1. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.
2. Copies of all publicity of events to be held in the meeting room should be made available to the library.

Fee Schedule

Non-Profit Groups or Individuals

No charge	Half Day
No charge	Full Day

For Profit Groups or Individuals

\$25	Half Day up to 4 hrs
\$50	Full Day

We certify that we have read the rules and regulations governing the use of the Claude Guillemette Room and we agree to conform thereto and to be strictly bound thereby.

Responsible Officer Signature _____

FOR LIBRARY USE ONLY

Approved by: _____ Date: _____