



36 Mississauga St. West
Orillia ON L3V 3A6
Phone: 705-325-2338
Fax: 705-327-1744

MEETING ROOM PERMIT/INVOICE

Organization Name: _____

Contact/Person Responsible: _____

Address: _____

Email: _____

Phone: (H) _____ (W) _____ (Fax) _____

Day(s) / Date(s) Required: _____

Time Required: _____ to _____ Estimated Attendance: _____

Room Required: Program Room 1 Program Room 2 Rooms 1 & 2 Combined

Available Hours: Monday - Thursday 9 a.m. to 7:45 p.m. • Friday 9 a.m. to 5:30 p.m. • Saturday 9 a.m. to 4:45 p.m.

All program participants must vacate the building by closing time.

Organization and Meeting Type: Non-Profit For Profit

- Open to public Meeting for members only Admission charged
- Free admission Public information Government service
- Seminar/workshop Business meeting

Equipment Rental:

Digital Projector * & Screen \$10 *** Mac/Apple product users require VGA port (15 pin female video connection) or HDMI on device or adapter, not supplied by the Library.**

Overhead \$10 Microphone \$10 Podium N/C Flipchart N/C Screen Only N/C

Room Set-up by Library Staff \$20

- Theatre Horseshoe Group Tables Boardroom (default set-up - no charge)
- Internet Access

Fee Per Hour (for non-profit):

- Combined Program Rooms = \$0
- Program Room 1 or 2 = \$0

Fee Per Hour (for non-profit if exceeding 4 hour limit):

- Combined Program Rooms = \$25
- Program Room 1 or 2 = \$12.50

Fee Per Hour (for profit):

- Combined Program Rooms = \$50
- Program Room 1 or 2 = \$25

Room Rental / Equipment Fees:

(Hourly rate) _____ X (Total hours) _____ X (Days) _____ = \$ _____

(Equipment rental total) _____ X (Days) _____ = \$ _____

Other Charges/HST = \$ _____

TOTAL FEES = \$ _____

Cancellation:

Cancellation of meetings should be made with as much advance notice as possible. Failure to notify the Library of cancellation may result in an organization being excluded from further scheduling at the Library.

The Library reserves the right to reschedule or cancel meetings when necessary.

I/We certify that I/we have read and agree to observe the Library Meeting Room Regulations.

Date: _____ **Signature:** _____

Please sign and return this form with your payment for the full amount shown above.

<u>STAFF USE ONLY</u>
Organization: _____ _____
Date Taken: _____
Date Sent: _____
Date Paid: _____
Receipt #: _____
Staff Initials: _____

NOTES: _____

MEETING ROOMS

TERMS AND CONDITIONS

1. Requests for use of the digital overhead projector and/or sound system must be included at the time of booking. ***The applicant will be responsible to visit the Library at a pre-arranged time prior to the event for instructions on the use of this equipment.***
2. It is the responsibility of the applicant for the set-up and clean-up of the meeting room. Rooms are to be returned to the set-up and condition in which they were found.
3. Users shall be responsible for the cost of repair, replacement or clean-up of any Library property that is damaged or destroyed by the user or any person attending the function. The cost shall be determined by the CEO and paid in full by the user.
4. Occupancy shall not exceed 40 people in Program Room 1 and Program Room 2, 80 people in Program Room 1 and 2 combined.
5. Paid parking is available in Municipal Parking Lot #4 on West Street beside the Library and behind the Opera House. (Unauthorized users will be ticketed).
6. Rental of these facilities is not permitted for functions of a fund-raising or paid attendance nature. If the activity on Library property will be advertised to the general public or is a function to which the general public will be encouraged to attend, ***the user is required to produce a Certificate of Insurance for general liability, naming the Corporation of the City of Orillia as an additional insured, in an amount not less than one million dollars for the period of the activity as stated in the registration form.***
7. The Library is a smoke free facility. Smokers outside the premises are required to be a minimum of 10 meters from any building entrance.
8. All organizations must clearly specify their official name in all promotional materials related to use of the Library's meeting rooms and the following disclaimer must be used: ***"The Orillia Public Library does not necessarily endorse this program and the library accepts no responsibility for any information or advice shared at this program."***
9. Orillia Public Library accepts no responsibility for lost or stolen articles.
10. A "booking" is defined as the use of the room for any portion of time from one (1) to four (4) hours. Library hours must be adhered to by those using library meeting rooms. Booked events must end fifteen (15) minutes prior to the library's closing time unless otherwise arranged at the time of booking. Clients should note that all meeting room facilities and services may not be available on Sundays.