

County of Prince Edward Public Library
REQUEST FOR A MEETING ROOM

APPLICANT INFORMATION

Name:			
Library Card ID No:			
Current address:			
City:	Province:	POSTAL Code:	
Email:	Telephone:	Cell:	
Group Name:		Person Responsible:	

MEETING ROOM INFORMATION

Purpose of Meeting:			
Set up Time Required:		DATE:	
Open Time:	Close Time:	Clean Up Time:	
Guest Arrival Time:	Guest Leave Time:	# of Participants:	
Table(s):	Chairs(s)	Podium:	
Projector:	Screen:	Computer:	
Microphone:	Other:	Other:	
PA System:	Kitchen Facility:	Flip Chart:	
Reference Name of Area Needed:			
Branch Name:		How long?	
Type: (Please circle)	Education	Social	Book Club
	Religious	Community	Other:
		Non Profit: Yes No	

For Profit:

Business Name:		
City:	Province:	POSTAL Code:
Nature of Business:		

FEES AND CHARGES

Billing Name:		
Set Fee: \$	plus HST	Donation Requested:
Payment Received: Yes/ No	Type: Cheque / Cash / Other	Other:
Date Payment Received:	Received By:	Amount Received: \$
		Note:

Current address for Invoice:		
City:	Province:	POSTAL Code:

REQUEST FOR REPEATING GROUPS

For Groups or Individuals that would like to book weekly, monthly, etc.		
Repeat: (Please circle): Weekly Monthly Other		
Be Specific: (example: e First Monday of each Month)		
Start Date:	End Date:	Other:
Please Note:		

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THE FOLLOWING CONDITIONS HAVE BEEN READ AND AGREED UPON AT SIGNING:

1. THAT I/We have authority to make this application on behalf of the above named group or individual(s) and to bind the said group or individual(s) to the provisions herein.
2. THAT I/We understand that I/We am/are personally responsible for the supervision of the meeting room during the rental period and so long as the meeting room is occupied, and that I/We am/are personally responsible for the conduct of all those in attendance and for payment to the CPEPL for any damage caused to the facility during this rental.
3. THAT I/We understand that Service Animals will not be permitted in the immediate area where food is being prepared, as per Health Unit Regulations and that Service Animals are permitted in areas where food is being served/consumed.
4. THAT for an evening rental the building is to be vacated no later than 10 pm unless otherwise arranged.
5. THAT the premises shall be left in the same condition as when rented and none of the contents (for example, tables and chairs) are to be removed from the premises at any time.
6. THAT where specific rules as to the use of the premises apply (for example, a prohibition against smoking or alcoholic beverages) and are posted in the premises, these rules shall be observed and enforced at all times.
7. I/We agree to waive any claims against the County of Prince Edward Public Library or its officers, employees or agents in the event of any injury or loss that may be sustained by any persons while attending or taking part in the activity held in this facility. I/We understand that the County of Prince Edward Public Library assumes no responsibility or liability whatsoever for damages suffered by any person, organization or corporation, including sickness, injury or death or theft of property or by any means during or as a result of the rental and the use of the building rented.
8. THAT failure to abide by the forgoing conditions as to the use of the building may result in refusal of permission for the use of this or any other County of Prince Edward Public Library at the time of a future application.

I/We have read and agree to abide by the all conditions specified in this agreement for use of the Library Meeting Room

Signature of applicant	Date
Signature of co-applicant, if applicable	Date
Signature of CEO	Date