



Library Room Use Request Form

Date: _____

Group/Association: _____

For-Profit (\$70 per day or \$35 per ½ day) Non-Profit (No charge)

See back of form for definitions.

Purpose for room use:

Date & Time Required: Date: _____ Time: _____
(Time requested must be within regular library hours per Facility Policy Attached)

Single Use Reoccurring Uses _____

Will refreshments/luncheon be served? Yes No

The room must be cleaned after its use and returned to its original state.
(Facility Policy #FAC-MPR-01 Attached)

Group's Contact Person: _____

Telephone: _____ Cell: _____

Email: _____

Signature: _____

Date Signed: _____

Staff's Name: _____

OFFICE USE ONLY

Request Approved: Yes No Date of Approval: _____

CEO Signature : _____

"Non-Profit" Definition

A Non-Profit organization is one whose purpose is service to the community rather than financial gain. It may be registered as a charitable organization which can issue tax receipts for contributions made to the organization.

Examples: Cultural organizations, Public educational institutions, Governments and government agencies (provincial, federal), Multicultural groups and associations, Service clubs and organizations, Youth groups.

If Non-Profit organizations are charging admission, advertising "admission by donation", "donation suggested" or fund raising in library facilities, then the "For-Profit" room rental fee will apply.

"For-Profit" Definition:

A For-Profit organization is one whose purpose is to conduct its operations in order to realize financial profit.

½ Day Definition:

A half a day is defined as a portion of time up to 4 hours in length.

Full Day Definition:

A full day is defined as a portion of time over 4 hours in length.

Library Hours

Fall & Winter:

(September – June)

Monday	10:00 am – 8:00 pm
Tuesday	10:00 am – 5:00 pm
Wednesday	10:00 am – 8:00 pm
Thursday	10:00 am – 5:00 pm
Friday	10:00 am – 8:00 pm
Saturday	10:00 am – 4:00 pm
Sunday	CLOSED

Summer:

(July-August)

Monday	10:00 am – 8:00 pm
Tuesday	10:00 am – 4:00 pm
Wednesday	10:00 am – 8:00 pm
Thursday	10:00 am – 4:00 pm
Friday	10:00 am – 8:00 pm
Saturday	10:00 am – 4:00 pm
Sunday	CLOSED

The Library is closed on all public holidays.

We're on the Web!

www.olsn.ca/cochrane

Email: library@town.cochrane.on.ca

We are also on facebook!

Cochrane Public Library, 178 4th Avenue, P.O. Box 700, Cochrane, Ontario, P0L 1C0

Phone: 705-272-4178, Fax: 705-272-4165

**Cochrane Public Library Board
Facility Policy**

**FAC-MPR-01
Library Room Use**

Board Motion Number: ___2003-21___ Date of Review: ___Nov. 17th, 2010___

Date of Original Motion: Nov. 5, 2003 Chair Signature: _____

Library Room Use Request Form: Must first be filled out by the inquiring group, organization or individual for approval and scheduling.

Definition:

Non-Profit – A Non-Profit organizations one whose purpose is service to the community rather than financial gain. It may be registered as a charitable organization which can issue tax receipt for contributions made to the organization.

Examples: Cultural organizations, Public educational institutions, Governments and Government Agencies (Provincial, Federal) Multicultural Groups and Associations, Service clubs and Organizations, Youth Groups.

If Non-Profit organizations are charging admission, advertising “admission by donation”, “donation suggested” or fund raising in library facilities, then the “For Profit” room rental fee will apply.

For-Profit – A for Profit organization is one whose purpose is to conduct its operations in order to realize a financial profit.

Purpose

Some rooms of the Cochrane Public Library are available for public gatherings of a non-profit, civic, cultural, or educational purpose when the room is not being used for its primary purpose: library-related activities. Use of the multipurpose room must take place in a responsible manner, without undue cost to the Library and without undue interference with Library activity.

**Cochrane Public Library Board
Facility Policy**

**FAC-MPR-01
Library Room Use**

Continued

Board Motion Number: 2003-21 Date of Review: Nov. 17th, 2010

Uses

- 1) Fund-raising events or solicitations of any kind is not permitted unless sponsored by the Friends of the Library.
- 2) Meetings planned by a company or individual to promote, advertise or lead to the sale of a product or service are not permitted.
- 3) The library board reserves the right to review any or all applications and may demand sufficient time to make proper investigation before granting approval.

Examples:

The following types of events that are permitted use of any library room:

- Public education programs sponsored by a government agency or non-profit organization.
- Programs of special interest, such as collectors or hobbyists

The following types of events are **NOT** permitted use of any library room:

- Private social events such as family reunions or wedding receptions
- Religious and partisan political activities, to avoid the appearance of an endorsement by the library.

Fees and Liabilities

The Library charges a half day rate of \$35.00 or \$70.00 per full day for For-Profit organizations. Non-Profit organizations are not charged any fee.

**Cochrane Public Library Board
Facility Policy**

**FAC-MPR-01
Library Room Use**

Continued

Board Motion Number: ___2003-21___ Date of Review: Nov. 17, 2010___

2) The Library rooms may only be used or rented by outside organizations or groups during regular library hours due to liability issues.

3) 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.

4) The library is not liable for injuries to people or damage to property of organizations using the room.

Guidelines for room use

- 1) Library programs take precedence over any other library room activities.
- 2) Only light refreshments or luncheons may be served. No alcoholic beverages are permitted. Any library room must be left free of debris, left overs, waste etc. The library provides no equipment or services for the serving of refreshments or luncheons.
- 3) Smoking is prohibited in any area of the library.
- 4) The Library will not provide any presentation equipment such as projector, screen, computers or flipcharts.
- 5) Each group using a room is responsible for setting up the room and returning it to its original condition. Tables are to be folded (if possible) and stored against the wall and chairs are to be stacked against the wall. Lights are to be tuned off at the conclusion of the meeting.
- 6) The library is unable to provide storage space for groups using a room, therefore, any food, beverages or personal items left in the room following its use, will be discarded.

**Cochrane Public Library Board
Facility Policy**

**FAC-MPR-01
Library Room Use**

Continued

Board Motion Number: ___2003-21___ Date of Review: Nov. 17, 2010___

Reservations and cancellations

- 1) Requests for the use of the room must be done so by the completion of a Library Room Use Request Form.
- 2) Requests will be considered on a first come, first served basis.
- 3) The library reserves the right to cancel prior room reservations without notice in the event of an emergency, such as inclement weather, road closures or unsafe building conditions.
- 4) Library staff should be notified as soon as possible if a meeting scheduled for the room has been cancelled.
- 5) Library staff is not responsible for notification, information or cancellation of any scheduled event.