



Cochrane
Public
Library

Library Room Use

Request Form

Library Phone #: 705-272-4178

Fax #: 705-272-4165

Date: _____

Room Required: *(circle one)* **Multipurpose Room** **Board Room** **Gallery/Cabinet**

Name of Group/Association: _____

Contact Person: _____

Ph. #: _____ Cell Ph. #: _____

Email Address: _____

Describe the nature of your activity for this room use: _____

Will you be charging a registration or admission fee? Yes No

Number of people you are expecting: _____

Will refreshments/luncheon be served? Yes No

Single Use Date: _____ Time: From _____ to _____
(Time requested must be within regular library hours- see back for Library hours)

Reoccurring Use - Please provide details: (i.e. weekly or monthly)
From _____ (date) to _____ (date)
(1 yr. limit - September to August – renewal required afterwards)

Gallery/Cabinet Exhibit Month: _____ Year: _____
Type of exhibit? (Paintings, photography, carvings, ceramic, etc...)

***The room must be cleaned after its use and returned to its original state.**

(Refer to Facility Policy #FAC-MPR-01)

Requester's Signature: _____ Date: _____

OFFICE USE ONLY

Staff Initials: _____

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

Art Exhibit (\$30/ Artist, \$50/Group) **(For definitions see the back of this form.)**

Request Approved: Yes No Date Approved: _____

CEO Signature: _____

Definitions:

Non-Profit – Providing services or products to the community with no expectation of financial gain to its directors, members or officers. A Non-Profit may generate revenue, but only if the revenue goes back into the organization to further its aims and projects. Several types of non-profit organizations can include, but are not limited to the following:

- Sports or athletic,
- Social Clubs
- Community Service Clubs (for example Lions or Scouts)
- Cultural groups or organizations (for example theatre, dance, music)
- Educational and literary societies

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

For-Profit – Conducting business by way of promoting a business, holding interviews for job positions, and, or where a financial gain expected.

Included in this definition is:

- Businesses – Large or small, Retail, Homebased or Online
- Government offices and agencies at the Federal, Provincial, and Municipal levels

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.

Gallery Exhibit Information:

Exhibits should run for a minimum of 3 weeks. Gallery Exhibits typically book 8-12 months in advance. Fee Schedule is: \$30.00 for single artists exhibiting, \$50.00 for groups of 2 or more artists, and \$10 to exhibit in the Display Cabinets. A 10% commission on all exhibit sales will be collected by the library which is used for the betterment of the Gallery space and future exhibits. After approval, exhibitors are asked to sign the Library Gallery/Display Cabinet Exhibit Agreement.

Library Hours

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

The Library is closed on all public holidays.

www.cochranepubliclibrary.com

Email: library@cochraneontario.com

Phone: 705-272-4178