



Library Room Use

Request Form

Library Phone #: 705-272-4178 or Fax #: 705-272-4165

Date: _____

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

Name of Group/Association: _____

Contact Person: _____

Ph.#: _____ Cell Ph.#: _____

Email Address: _____

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

Is there a cost to participate, a registration or admission fee? 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. renewal limit – ex. September to August)

Number of people you are expecting: _____

Will refreshments/luncheon be served? Yes No

Gallery Exhibit Month: _____ Year: _____

Type of exhibit? (Paintings, photography, cravings, ceramic, etc...)

****All local Porcupine Health Unit guidelines and recommendations are to be followed for public safety.**

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

(See Facility Policy #FAC-MPR-01 Attached)

Requester's Signature: _____ Date: _____

<p>OFFICE USE ONLY</p> <p><input type="checkbox"/> For-Profit (\$70 per day or \$35 per ½ day) <input type="checkbox"/> Non-Profit (No charge)</p> <p><input type="checkbox"/> Art Exhibit (\$30/ Artist, \$50/Group) (For definitions see the back of this form.)</p> <p>Request Approved: Yes No Date Approved: _____</p> <p>CEO Signature: _____</p>	<p>Staff Initials: _____</p>
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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 kinds 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 will 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. A \$30.00 fee will be charged to all single artists exhibiting, and \$50.00 fee will be charged to groups larger than 2 artists. A 10% commission on any art sold during the duration of the exhibit will be paid to the library. After approval, exhibitors will be asked to sign a separate Gallery Exhibit Agreement.

Library Hours

Monday to Friday 10:00 am – 5:00 pm
Saturday 10:00 am – 2:00 pm
Sunday CLOSED

The Library is closed on all public holidays.

We're on the Web!

www.cochranepubliclibrary.com

Email: library@cochraneontario.com

Phone: 705-272-4178

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(See Facility Policy #FAC-MPR-01 Attached)