COCHRANE public library

Library Room Use Request Form

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

Date: _____

Room Required: *(circle one)* **Board Room** **Gallery** **Library Lounge**

Name of Group/Association: _____

Contact Person: _____

Ph.#: _____

Email Address: _____

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

_____

Is there a cost to participate, registration or admission fee? ☐ Yes ☐ No

☐ **Single Use** **Date:** _____ **Time:** From_____ to_____

(Time requested must be within regular library hours - room will be cleared 15 minutes before end of day)

☐ **Reoccurring Use - Please provide details: (i.e. weekly or monthly)**

From _____ (date) to _____ (date)

(1 yr. renewal limit – ex. September to June)

Number of people you are expecting: _____

Will refreshments/luncheon be served? ☐ Yes ☐ No

☐ **Gallery Exhibit** Which 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 of debris after its use and returned to its original state.**

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

Requester's Signature: _____ Date: _____

OFFICE USE ONLY Staff Initials _____

☐ For-Profit ($90 per day or $45 per half day) ☐ Non-Profit (No Charge)

☐ Art Gallery Exhibit ($30 1-2 Artists or $50/Group) See reverse for definitions

Request Approved: YES NO Date Approved: _____

CEO's 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 benefiting the organization to further its goals and projects. Several types of non-profit organizations include, but 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 is 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. Cost $45.00

Full Day Definition:

A full day is defined as a portion of time over 4 hours in length. Cost $90.00

Gallery Exhibit Information:

Exhibits should run for a minimum of 3 weeks. Gallery Exhibits are typically booked 8-12 months in advance. A $30.00 fee will be charged to all single artists exhibiting, and a $50.00 fee charged to groups larger than 2 artists. A 10% commission on all art sold during the duration of the exhibit is to be paid to the library. After approval, exhibitors will be asked to sign a separate Gallery Exhibit Agreement.

Library Hours

Monday, Tuesday, Wednesday and Friday 10:00 am – 5:00 pm
Thursday 10:00 am – 7:00 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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****The room must be cleaned after its use and returned to its original state.**
(See Facility Policy #FAC-MPR-01 Attached)