

LIBRARY FACILITY REQUEST FORM

If you require further information regarding this form, please call 905-873-2681 x2503.

Name: _____

Address: _____

City: _____ Postal Code: _____

Bus. Tel: _____ Home Tel: _____

Email: _____ Fax: _____

Organization/School/Company name (If applicable): _____

No. of Participants: Youth _____ Adult _____

Office Use Only

Permit No: _____

Please specify nature of use for all dates/times (i.e. Meeting, Seminar, etc.)

Facility (Acton or Georgetown Branch)	Room (if known) (e.g. Multi-purpose room)	Date Requested	Start Time	End Time	Nature of Use*

*The Library reserves the right to determine whether the intended use is appropriate for the facility.

1. Special Permission is required for the following.** Please check if applicable to your event.

Serving Food
 Charging Admission
 Licensed Vendor (Business # : _____)

2. Additional requirements/equipment. All equipment may not be available at all facilities.

Tables
 Chairs
 Data Projector
 Screen
 Lectern

Laptop (available for exam purposes only)

3. Copy of Insurance Policy Attached (see reverse "Insurance"): Yes No

(Note: Insurance Fee is included in the Exam Proctor Fee)

**May be subject to additional approvals, licenses, permits and fees.

Please mail, fax or drop this form to either branch of the Halton Hills Public Library to the attention of: Library Facility Rental Request or e-mail to libraryrentals@haltonhills.ca
 Additional forms available online at www.hhpl.on.ca

Please note: **This is not a Permit. It is a Request only.** For most occasional bookings, you will be notified within 5 business days about the availability of your request.

The personal information on this form is collected under the authority of Section 11 of the Municipal Act, as amended. The information is used for the purpose of processing a facility request. Questions regarding the collection of this information should be directed to the Town of Halton Hill's Records/FOI Coordinator at foi@haltonhills.ca

Booking Procedures for Community Use of Library Facilities

1. Facility requests will be processed in relationship to the availability of facilities at the time they are received by the Halton Hills Public Library. Where more than one request for the same facility is received, requests will be processed with due regard to the following priority ranking:
 1. Library operated or co-sponsored programs and activities
 2. Community based volunteer or not-for-profit groups
 3. Other groups
2. The Library would like all organizations requesting services and/or facilities to select one representative to act as the Library contact person.
3. Once the request is processed, you will be notified by the Library.
4. The Renter must be the legal age of 18 years or older, provide a "Certificate of Insurance: and arrange appropriate insurance coverage (\$2 million liability and Town of Halton Hills and Halton Hills Public Library named as "Additional Insured"). Insurance may be available through the Town of Halton Hills.
5. All payments for use of Library facilities and services are required in advance of use.
6. For all occasional/one time or commercial bookings, payment in full is required at the time of booking which is refundable up to 75% if booking is cancelled as per Cancellation Policy noted below. Facility Permits will be issued upon payment and must be signed prior to use.
7. A damage deposit may be requested at the discretion of the Scheduler or Facility Supervisor.
8. The facility use permit is not transferable to any other individual or organization without written permission of the Halton Hills Public Library.

Insurance

All groups are required to carry liability insurance in the amount of \$2 million dollars, if you do not already have coverage you can purchase insurance through the Town of Halton Hills at a reasonable rate. Please note that the insurance purchased from the Town is only valid for activities that occur at approved Library property. If your group does have liability insurance coverage, we require a copy of the certificate, which must specify the following:

1. \$2 million dollars liability insurance coverage per occurrence.

To purchase Insurance from the Town please contact the Library at: 905-873-2681 ext. 2503

Changes to Rentals

Halton Hills Public Library must be notified in writing of any changes to rentals at least fourteen (14) days in advance. No administration fee will be levied for adding additional dates/times or transferring to other dates/times. However, an administration fee may be charged for making excessive changes.

Cancellation Policy

Halton Hills Public Library must be notified in writing of all rental cancellations at least fourteen (14) business days in advance. A refund, less any non-refundable deposits or administration fees charged, will be given. No refunds will be issued for cancellations made past the required notification deadlines.

Halton Hills Public Library reserves the right to cancel a rental should there be a breach of the rental conditions or regulations, or should the Library determine that the premises are not being used for the intended purpose.

The HHPL Meeting Room Policy may be viewed by visiting www.hhpl.on.ca