

1. Please select the preferred location for your meeting.

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|--|---|--|---|
| <input type="checkbox"/> Ansley Grove Library
350 Ansley Grove Road
Woodbridge, ON L4L 5C9 | <input type="checkbox"/> Bathurst Clark Resource Library
900 Clark Avenue West
Thornhill, ON L4J 8C1 | <input type="checkbox"/> Civic Centre Resource Library
2191 Major Mackenzie Drive
Vaughan, ON L6A 4W2 | <input type="checkbox"/> Dufferin Clark Library
1441 Clark Avenue West
Thornhill, ON L4J 7R4 |
| <input type="checkbox"/> Kleinburg Library
10341 Islington Avenue North
Kleinburg, ON L0J 1C0 | <input type="checkbox"/> Maple Library
10190 Keele Street
Maple, ON L6A 1G3 | <input type="checkbox"/> Pierre Berton Resource Library
4921 Rutherford Road
Woodbridge, ON L4L 1A6 | <input type="checkbox"/> Woodbridge Library
150 Woodbridge Avenue
Woodbridge, ON L4L 2S7 |

2. Please complete this section.

Organization Name:	_____		
Contact Name:	_____		
Address:	_____		
Phone Number:	Daytime: _____	Evening: _____	
Email Address:	_____		
Date(s) Required:	_____		
Time Required:	Entry Time: _____ am/pm	Exit Time: _____ am/pm	
Nature of Meeting:	_____		

3. Please indicate the space requirements for your meeting.

- Meeting Room
 Boardroom (only at Pierre Berton Resource Library)

4. Please indicate the type of set up required for your meeting.

- Boardroom style for _____ people Theatre style for _____ people Kitchenette
 Classroom style for _____ people Other (please explain): _____

5. Please select the applicable fee category for your group.

- Community Service Organization - \$30.00 per use plus HST Vaughan Residents - \$45.00 per hour plus HST
 Vaughan Commercial Use - \$55.00 per hour plus HST All Others - \$65.00 per hour plus HST

Meeting Room Charges	Note: Please make cheque payable to <i>Vaughan Public Libraries</i> . Charges must be paid at time of booking. There will be no refund of charges for cancellations of less than 72 hours notice. Bookings will be tentative until receipt of payment. Facilities shall be returned to the same condition as found. A charge will be levied for a cleanup required by Library staff.
Charges (rate x # of hours)	
Subtotal	
Plus 13% HST (HST #108130642)	
Grand Total	

I have read and agree to abide by Vaughan Public Libraries' Policies and Procedures (see on reverse)

Applicant's Signature: _____	Date: _____
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Please submit your completed application to the selected location by mail, in person, or via email vpl.admin@vaughan.ca

<i>For internal use</i>								
Payment received:		Cash		Cheque		Debit		Visa
Staff Initial:						Invoice #		
Approved:				Date:				
	(Library Manager's Signature)							

POLICIES AND PROCEDURES

Use of Buildings

- Vaughan Public Libraries allows for the use of buildings by individuals, groups, organizations, and businesses whose conduct supports the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code.
- Permission to use Vaughan Public Libraries' facilities does not imply any endorsement of the aims, policies or activities of any group or individual.
- Library facilities are available to all members of the public provided that they conduct themselves in a reasonable manner, as stated and posted in the Code of Conduct.
- Selling and soliciting by the public shall not be permitted in the libraries, on library property, or at Library sponsored events without the permission of the Board. Application for permission to sell or solicit on library premises must be made in writing to the Board.
- If granted permission by the Board, the participating organization shall provide staffing for all hours of operation, all necessary equipment, supplies and monetary change and set-up in consultation with the Library Manager.

Meeting Rooms

- Meeting rooms may be reserved by the community for the purpose of promoting the informational, cultural, learning and leisure needs of the community in the form of meetings, seminars and workshops, including fee-generating events. See List of Charges.
- VPL will not rent rooms to political parties at the municipal, provincial or federal levels for the purpose of campaigning.

Conditions of Use

- Vaughan Public Libraries is an active partner in the Green Directions Vaughan initiative. Please consider the following:
 - Refrain from handing out paper unless absolutely necessary
 - Use refillable water bottles instead of plastic water bottles
 - Use recycled materials when serving food
 - Use appropriate recycling containers
 - Turn off all lights and equipment used at the end of the meeting
- The rooms may not be used as banquet facilities.
- The Board reserves the right to refuse or cancel any reservation.
- Library-sponsored programs shall have priority in the use of meeting rooms.
- Vaughan Public Libraries do not provide storage facilities. Property of any kind brought on to the premises by the applicant, guests or attendees shall be promptly removed from the premises after use of the premises.
- Library staff must have access to facilities at all times and may attend free of charge any event, meeting or course held on library premises for the purpose of auditing or reviewing compliance with Vaughan Public Libraries' policies.
- Organizations must use their own names when advertising meetings held in library facilities, making it clear that the Library is not the sponsor of the event.
- Organizations or individuals who use library facilities and/or equipment are responsible for any damages incurred by such use. They will be required to indemnify the Vaughan Public Library Board against the costs of any and all claims which may arise out of, or by reason of, granting the use of those facilities.
- Charges must be paid at the time of booking. There will be no refunds of charges for cancellations of less than seventy-two (72) hours notice. Bookings will be tentative until receipt of payment.
- Persons using a meeting room are responsible for the set-up and arrangement of the room, except for the IT packages. Vaughan Public Libraries will provide tables and chairs for use in the meeting rooms. The facilities shall be returned to the same condition as found. A charge will be levied for cleanup required by Library staff. See List of Charges.
- Use of the kitchenettes must be requested at the time of application for use of the meeting rooms. This use is restricted to the service of non-alcoholic beverages and light refreshments. No dishes or utensils are provided.
- All groups booking meeting rooms for meetings which extend beyond regular library hours may be required to cover the cost of Library staff supervision. Meeting room facilities may not be available on days that the library is closed to the public.
- When meetings terminate after library hours, the organization's representative shall ensure that lights are turned off and doors are closed securely.
- Vaughan residents who wish to use library meeting space for fee-generating events will be charged the Vaughan commercial use rate. See List of Charges.
- Alcoholic beverages may not be dispensed or consumed on library property