



**MEETING ROOM APPLICATION
FOR REPEAT BOOKINGS**
Nanaimo North Branch | 250-933-B00K

MEETING ROOM AGREEMENT for non-profit & community groups
(applications from strata groups or businesses are not being accepted at present due to high demand)

TODAY'S DATE (MM/DD/YYYY) _____

GROUP NAME _____

GROUP CONTACT #1 _____

TELEPHONE & EMAIL _____

GROUP CONTACT #2 _____

TELEPHONE & EMAIL _____

PURPOSE OF THE MEETING: _____

PURPOSE OF YOUR GROUP: _____

MEETING OPEN TO THE PUBLIC? **Y/N**

OKAY TO INDICATE MEETING ON OUR DAILY EVENTS WHITEBOARD? **Y/N**

STAFF USE ONLY

APPROVAL AND CONTACT:

- Requested time granted
- Alternate time granted
- Request denied
- Group contacted to confirm



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Your group is applying for space in the:

- MEETING ROOM –max. capacity of 45 people seated
 - Available during open hours, **except all day Thurs and Fri**
- BOARD ROOM –max. capacity of 16-18 people seated
 - Available from 5-8pm Mon-Thurs, 10am-5pm Sat, and 12:30-4pm Sun
- STUDY ROOM 1 –max. capacity of up to 10 people seated
 - Available during all open hours

On the following dates and times:

- **include any set-up time required to a max of 2-hours**
- Weekly on Mon/Tues/Wed/Thurs/Fri/Sat/Sun from _____ to _____.
- The first/second/third/fourth _____ of the month, from ____ to ____.
- Please provide a starting date _____ and end date _____ .

OR On the dates below:

	DAY	MONTH	YEAR	TIME
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				



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How the bookings cycle works:

Bookings are limited to one year at a time (September to August). Groups can reapply for the space in April for a September start, or apply anytime throughout the year to be considered for the future. The rooms will be allocated in May of each year, or as vacancies arise.

Equipment available:

Study Room 1:

- TV capable of connecting via HDMI to your own laptop or device, Shaw Cable, and Apple TV with necessary remotes and written instructions
- Shaw Cable, Apple TV
- 8 chairs and large square table
- *No kettle capabilities* (due to electrical capacity of plug)

Board Room:

- TV capable of connecting via HDMI to your own laptop or device
- 16 chairs and large long table
- Kitchenette with kettle

Meeting Room:

- TV capable of connecting via HDMI to your own laptop or device, and Apple TV with necessary remotes and written instructions
- DVD/Blu-Ray player, Shaw Cable, Apple TV
- up to 7 tables, size 2 ½ x 6'
- up to 45 chairs
- Kitchenette with kettle and coffee maker



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The following conditions apply to groups using meeting space in the Vancouver Island Regional Library:

1. Your booking may be cancelled or modified for Library programming needs.

It is possible that your group will be notified that you cannot use the space on a specific date for a Library program part way through your allocated time period. All efforts will be made to notify your group well in advance. If this possibility is unacceptable to you, you will want to find another venue for your group.

2. Users are not allowed to charge an admission or registration fee, solicit for contributions, or conduct retail or sales transactions.

Author readings with book sales are acceptable under this Library Board policy.

3. No religious services or ceremonies are permitted.

Groups with religious affiliation are welcome to use the space for discussions, etc.

4. Permission for the use of the Meeting Room does not imply Library endorsement of the users, their beliefs or their activities.

No announcements, flyers, press releases, etc., shall imply that the Library sponsors or endorses the meeting or group.

5. No incoming calls to the Library's phone line for non-library groups can be handled by Library staff.

6. Group bookings are not transferrable. Your group is not entitled to allow another group to use the meeting room in its place.

7. Bookings are at the discretion of the Library Manager or designate. If, in the opinion of the Library Manager or designate, the use of a meeting room by any group presents, or potentially presents, a risk of significant disruption to library users, library staff or library property, or if the booking group violates any of the provisions of the meeting room procedures, then the Library Manager or designate shall have the discretion to refuse or cancel such a booking.



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Housekeeping items:

1. **On arrival, go to the Front Desk where arrangements will be made to open the room for you.** If you will be using any of the technology in the room, you will sign out the tech package at this time using your library card.
2. **Groups must vacate 10 minutes before the Library closes.** This is in order to complete our closing procedures and secure the building.
3. **Light snacks and non-alcoholic beverages such as tea, coffee, or juice are allowed.** There is a small kitchenette available in the Meeting Room and Board Room with coffeemaker and kettle. The Study Room cannot accommodate a kettle or similar appliances due to electrical limitations. Groups will supply their own plates, cups, cutlery, etc.
4. **All groups using the room must leave the room tidy and the equipment in the condition they found it.** Furniture can be left in the formation that you set up for your meeting. Remote controls must be returned at the end of the booking. Your group will be responsible for any damage to the A/V equipment.
5. **The Library cannot provide storage space for group supplies.**
6. **Technical support will not always be available during your booking.** Written instructions will be provided for use of the media equipment. Please make an appointment to go over your tech set up if needed.
7. **Book enough time for your set up and take down needs.** The rooms are very well used. Being late in leaving your time slot often puts another group behind.
8. **Cancel any un-needed booking dates ASAP so others can use the space.** Failure to do so repeatedly could result in loss of future bookings. When a group does not show up in the first 15 min of a booking, the room may be opened up to other library users.



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INITIAL HERE	
	We understand that our booking may be cancelled or modified for Library programming needs.
	We will not charge an admission or registration fee, solicit for contributions, or conduct retail or sales transactions.
	No religious services or ceremonies will be conducted.
	We will vacate 15 minutes before the Library closes.
	Our food/drink will be limited to light snacks and non-alcoholic beverages such as tea, coffee, or juice.
	We will leave the room tidy and the equipment in the condition we found it.
	We understand that technical support will not always be available during our booking.
	We will cancel promptly if we do not need a booked date.
	We understand that the Library Manager or designate reserves the right to cancel or suspend permission granted to any group or organization that violates the terms of this agreement.

Freedom of Information and Protection of Privacy

The information on this form is collected under the authority of the Library Act (S.B.C. 1994, c.31) and is needed to process your application to reserve the Library’s meeting room. The information will be used to verify your eligibility for reserving the room and will be retained as a record of your agreement to abide by the conditions of the Meeting Room Agreement. If you have any questions about the collection and use of this information please contact the Library Manager at 250-933-2665, ext. 110.

My signature below indicates that I have read and agree to abide by the conditions of this agreement.

Date _____ Signature _____

Print Name Contact #1 _____

Date _____ Signature _____

Print Name Contact #2 _____