



Midland Public Library Study Room Policy and Agreement

1. Study Rooms can be booked for free for personal use only, ie. studying, tutoring, etc. There will be a fee for non-profit, registered charities, government and commercial organizations. Study Rooms can be booked for 3 hours at a time, and can be extended if no one else is waiting for the room. Booking frequency may be limited.
2. Study Rooms are available during the hours the Library is open. It is the person in charge and/or applicant's responsibility to watch the time and ensure meetings are over 15 minutes before closing so that all attendees have vacated the building within the Library's posted open hours.
3. It is expected that all spaces will be cleaned up after use. Any damages to the room will be the responsibility of the user and will be billed back to the person completing the application.
4. Security of the group's equipment and personal possessions will be the responsibility of the group. Rooms can be locked upon request.

Costs

Non-Profit	Registered charity/Gov't Org	Commercial
\$20.00	\$20.00	\$30.00



Agreement for Study Room Rental at the Midland Public Library

BETWEEN THE MIDLAND PUBLIC LIBRARY BOARD

AND: _____ (name of group)

Which is:

Non-Profit

Other

Registered Charity or Gov't Org.

Commercial

*If you're unsure which category your group falls under, please speak with a library representative.

Person Responsible: _____

Address: _____

Contact Number(s): _____

Date(s) of Use: _____ Time of Use: _____

Room Requested:

Study Room 1

Study Room 2

Invoice Required: __ YES __ NO

I have received a copy of the terms, conditions and fees for the use of the above room and I declare that I understand and agree to said conditions and fees.

Signed: _____

Date: _____

www.midlandlibrary.com • 320 King St., Midland ON L4R 3M6 • 705-526-4216

THIS IS THE PLACE.