



APPENDIX C

Agreement for the Use of Library Meeting Rooms

BETWEEN THE MIDLAND PUBLIC LIBRARY BOARD

AND (Name of group): _____

Which is: ☐ Community Group (volunteer) ☐ Non-profit
☐ 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: ☐ Assembly Room ☐ Board Room
☐ Study Room, 1st floor ☐ Study Room, 2nd Floor

Services Requested

_____ # of Guests _____ # of Tables _____ # of Chairs

☐ A/V System (Additional charge, as listed above)
☐ Lectern ☐ Flip Chart (paper not provided)

Any additional requests: _____

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: _____