

COMMUNITY ROOM APPLICATION

Return the form in-person or via e-mail eref@bpl.bc.ca. A branch manger will review the form and contact you.
Please note that this process may take up to one week to complete.

ORGANIZATION _____

PURPOSE OF YOUR ORGANIZATION: _____

SOCIETY ACT # _____ GROUP REPRESENTATIVE _____

TELEPHONE _____ E-MAIL _____

ADDRESS _____

PURPOSE OF THE MEETING _____

DATE AND TIME REQUESTED FOR FIRST BOOKING:

DAY: _____ MONTH: _____ YEAR: _____ TIME: from _____ to _____

FILL OUT BELOW

1. Choose the location/room that fit your needs.
2. Check any additional equipment or features you would like access to.

Room Name & Branch Location	Max. Capacity	Tables Available	Chairs Available	Equipment	Number of people attending?
<input type="checkbox"/> Metrotown Community Room 1 6100 Willingdon Ave. 604.294.7755	60	Up to 8, size 2' x 5'	30	None available	
<input type="checkbox"/> Metrotown Program Room 6100 Willingdon Ave. 604.294.7755	60	Up to 8, size 2' x 5'	60	<input type="checkbox"/> Projector <input type="checkbox"/> Whiteboard <input type="checkbox"/> Lectern	
<input type="checkbox"/> McGill 4595 Albert St. 604.299.8955	60	Up to 8, size 2.5' x 6'	50	<input type="checkbox"/> Projector <input type="checkbox"/> Kitchenette <input type="checkbox"/> Whiteboard	
<input type="checkbox"/> Tommy Douglas 7311 Kingsway 604.522.3971	50	Up to 8, size 3' x 5'	50	<input type="checkbox"/> Projector <input type="checkbox"/> Kitchenette <input type="checkbox"/> Whiteboard <input type="checkbox"/> Lectern	

DATES AND TIMES:

Community Rooms may be booked at the McGill, Metrotown, and Tommy Douglas locations during:

Monday – Thursday	10:00 am – 7:45 pm
Friday & Saturday	10:00 am – 5:45 pm
Sunday	12:00pm – 4:45pm

NOTES:

- A/V connecting cables and a remote control are available for the projectors.
- Laptops are not available for public use.
- McGill has a small kitchenette with a sink and small refrigerator.
- Tommy Douglas has a kitchenette with a sink and small refrigerator, microwave oven, coffeemaker and kettle.
- Groups must supply their own plates, cups, cutlery, etc.
- Groups should supply their own whiteboard markers and eraser when using the whiteboard at McGill.

THE FOLLOWING CONDITIONS APPLY TO GROUPS USING COMMUNITY SPACES IN THE BURNABY PUBLIC LIBRARY:

1. Community rooms will not be made available to commercial groups. Users may not charge an admission fee, fundraise or solicit donations, sell items, or market services without prior approval of the Library Board.
2. Light snacks and non-alcoholic beverages such as tea, coffee, or juice are permitted.
3. Bookings are made on a three month basis, community rooms may not be booked more than 90 days in advance.
 - Group bookings are restricted to no more than two bookings per month, totalling a maximum of 6 hours per month.
 - Groups must complete a new BPL Community Room Agreement form annually and ensure their contact information is up-to-date throughout the year.
4. **Groups are responsible for their own room setup and take down. Rooms must be left in the condition they are found in or the group may not be able to return in future.**
5. If, in the opinion of the Chief Librarian or their designate, the use of a community 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 community room agreement, **then the Chief Librarian or designate has the discretion to refuse or cancel such a booking, and suspend the permission granted to any booking group.**
6. The Library expects that groups using library space comply with federal, provincial and municipal legislation, regulations and bylaws.
7. Permission to use library space or facilities does not imply library endorsement of the group making the booking, their beliefs or their activities. No announcements, flyers, press releases, etc., shall imply that the Library sponsors or endorses the meeting or group.

8. The booking group is not entitled to allow another group to use a community room in its place.
9. The Library's telephone number may **not** be used by non-library groups for any purpose. No incoming calls for members of non-library groups can be handled by Library staff.
10. The Library cannot provide storage space for group supplies.
11. The Library is not be responsible for items left in a community room.
12. A community room will be held for the booking group up to 30 minutes after the start of the reservation. If they do not show up by this time, the room can be given to another group.
13. If a booked room is no longer needed, please contact the library branch by phone to cancel the booking. Groups with two no-shows will no longer be able to use any rooms without the permission of the Chief Librarian or designate.
14. The original signed copy of this form will be retained by Burnaby Public Library, and a copy provided to the requesting organisation upon request. This does not signify final approval.

Booking Group Representative

My signature below indicates that I have read and agree to abide by the conditions of this agreement. My signature guarantees that I represent a non-profit organization and that we will not charge admission fees, solicit for contributions, or sell anything when using the Community Room. In addition, I consent to the Library's release of the name of that organization and its stated purpose, as well as my name, address and/or telephone number as Group representative, on request.

Date _____ Signature _____

Print Name _____

Library Branch Manager or Designate

Approved Not approved

Date _____ Signature _____

Print Name _____

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 community 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 Community Room Agreement. If you have any questions about the collection and use of this information please contact the Chief Librarian at Library Administration (604) 436-5427.