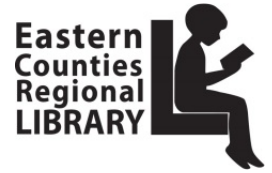


Community-Use Room Request Form

Sherbrooke Library



Requestor Information:

Name:

Organization (if applicable):

Email:

Phone:

Indicate preferred communication method:

Email

Phone

Requested Use of Room

Date:

Start Time:

End Time:

Morning availability: 10:00-11:30am

Afternoon availability: 12:30-2:30pm

Number of participants:

Comments:

I understand that all members of my party will be required to show Proof of Vaccination to library staff in order to gather in the Community-Use Room. I am responsible for communicating this requirement to all members of my party.

I understand that this request is for the use of a Community-Use Room, not a private meeting room. I understand that library staff may need to enter the room during my booking to access items or equipment. Library staff will indicate their intention to enter the room with a knock.

I understand that members of the public requiring an accessible entrance must be permitted to pass through the Community-Use room, if they happen to visit during my room booking.

I understand that availability of the Community-Use room is at the discretion of library staff

I understand that ECRL cannot accommodate preparing or serving food or drink in the Community-Use Room at this time.

I understand that the size of my group must not exceed the occupancy limit of 10 in the community-use room

I understand that room bookings must end 30 minutes before the library closes. The room setup and tear-down will be completed within the booked time, including having all waste placed in proper receptacles.

Signature (type name if using fillable PDF)

Date