

**FALHER LIBRARY / BIBLIOTHÈQUE DENTINGER
COMMUNITY USE OF FACILITY REQUEST FORM**

COMMUNITY USE OF FACILITY REQUEST

The library is a community facility, and is available for rental outside of normal operating hours.
(Maximum 60 people per Fire Regulations)

Requested by: _____

Community Group
Private Individual

Will this event be offered to the general public? (Yes/No)

Contact Information: _____

Event Date: _____

Start and End Times: _____

Purpose: _____

Meeting Space / Program Rental

Up to 3 hours
> 3 hours

\$100
Cost recovery

Movie Event
Includes one library staff, equipment, movie,
licensing, popcorn, refreshments and the use
of the Town of Falher's popcorn machine

\$250 + 35% of admission (if charged)

Plus cost recovery of \$2 per person
for popcorn & water / juice

Webinar / Videoconference
Includes one library staff, pre-test and
equipment

\$300, plus any 3rd party fees

Recognition or Fundraising Event

All social functions require Board
pre-approval, and an agreement in place.

Access / Event oversight will be provided by:

Paid staff
Volunteer staff or Board member

APPROVED BY LIBRARY MANAGER

DATE: _____ **SIGNED:** _____

The Library Manager will forward their recommendation per Bylaws, Schedule A to the Board for any
Facility Fee Rental adjustments, and for approval of all Recognition or Fundraising Events.