

Tweed Public Library  
Set up and Equipment Requirements & Rental Rates

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Furniture:

Conference Tables: (full table seats 14)  2 conference tables  individual tables

additional rounds  chairs in rows  other (specify)

Equipment:

Laptop  Projector  Smart Board  Flat Screen TV

Other (specify)  Kitchen access required?

Reserved Times; From: \_\_\_\_\_ (am/pm) To: \_\_\_\_\_ (am/pm)

I accept that I will be responsible for returning all equipment to designated Library personnel or specified location at the end of the scheduled program. Failure to do so may result in charges or additional charges. I also understand that I am responsible for any and all damages to the equipment while it is in my custody.

***In the event of equipment malfunction, I will notify Library personnel. However, I understand that the Library does not have media staff to instruct in proper hook-ups. Instruction sheets have been provided to assist in proper hook-ups. I understand that alternative hook-up arrangements may not yield proper results and may damage the equipment for which I will be held responsible.***

PRINT NAME

SIGNATURE

NAME OF ORGANIZATION

DATE

**Meeting Room Rental Rates**

{Block of 4 hours}

\*Non-Profit

Working for good of community;  
Committees of Council;  
Book Clubs etc.

Non-Profit

i.e., Loyalist  
College; local riding associations

For Profit

Government

Private

\*\$25 fee waived

\$25.00

\$50.00

\$25.00

\$25.00

No charge but donations accepted

\*must apply for exemption

**All groups ---- Fee for use of equipment: \$25.00**