Online Meeting Room Reservation Request Form

Name of Applicant	
Name of Individual/Organization/Group	
Address	
Name of Event	
Requested Date of Event	
Start / Finish Time (am/pm)	
# of Attendees	
Contact Person	
Contact Person Phone	
Contact Person Email	
Is this event open to the public?	Yes / No ▾
Food and beverages served?	Yes / No ▾
Kitchen access required?	Yes / No ▾

Please select type of meeting

◯ For-Profit, Business, Government   ◯ Non-Profit, Personal, Private

Select equipment required (**additional $25 fee required for equipment**)

☐ Laptop   ☐ Projector   ☐ Smart Board   ☐ Flat Screen TV

I understand that confirmation and acceptance of the application is subject to review by the Library CEO. I have read the meeting room policy for use of the Tweed Public Library Meeting Rooms and will insure that I, or my organization if applicable, am in compliance. I and my organization releases, indemnifies and will hold harmless the Tweed Public Library Board and the Municipality of Tweed, their officers, agents and employees, from any and all claims for injuries, damages or loss which may arise or which may be alleged to have arisen out of or in connection with the meeting. I understand that I will be responsible for all damages resulting from the use of this facility.

Submitted By:_____Date:_____

Print Full name:_____

Return completed form to: Tweed Public Library, 230 Metcalf Street, Box 628, Tweed ON K0K 3J0

Phone: 613-478-1066 or email to tweedlibrary@vianet.ca