

APPENDIX J
Bibliothèque Allard Regional Library
Registration Form for Multi-Purpose Room Use

Date of application: _____

Name of registrant: _____

Name of organization: _____

Phone number: _____

Email: _____

Date & time of event: _____

Purpose & brief outline of event: _____

FEES

	Fees (\$)	Amount owing
Half Day Rental (4 hours or less)	25.00	
Full Day Rental (8 hours or less)	50.00	
Staff Time (if applicable*)	20.00/hour	
Total		

*Please consult with library staff to determine if fees related to staff time apply.

I have read Bibliothèque Allard Regional Library's Facility Use Policy and I agree to abide by these rules and regulations and to be responsible for damages to the library equipment, furniture, and/or facilities during my scheduled use of the room.

Signed: _____

Received & scheduled by library staff member: _____

Date: _____

Method of payment: ☐ cash ☐ cheque ☐ debit ☐ e-transfer

Date of payment: _____