

# Dorchester Library Program Room

## Frequently Asked Questions

**Q: Where is the room located?**

There is a room available to book at the Dorchester Library, 2123 Dorchester Rd in Dorchester.

**Q: Who can book the room?**

The room is available for community groups engaging in civic, cultural or educational activities and *cannot be used for the solicitation of business, fundraising, personal activities or private social functions*. More information can be found in the Middlesex County Library Policy Manual (Facilities 10) found online at [library.middlesex.ca/about-us/using-library](http://library.middlesex.ca/about-us/using-library)

**Q: Is there a fee?**

There is no fee to use the room.

**Q: What is the room capacity?**

The capacity is 80 persons standing, 60 persons with chairs only and 50 persons with tables & chairs.

**Q: What equipment is available?**

The room comes equipped with a projection screen, data projector, 60 chairs and 9 tables.

**Q: How far in advance can I book?**

The room can be booked up to 90 days in advance of an event, subject to availability.

**Q: When is the room available?**

The room can be booked during these times, depending on availability and library programming:

Mon 2:30-8:30pm / Tues 10am-8:30pm / Wed 2:30-8:30pm /

Thurs 10am-8:30pm / Fri 10am-8pm / Sat 10am-4pm

[rules for use on reverse](#) →

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## Application Form

Please complete **both sides of this form**, detach along the dotted line, and return it to the library. You will be notified ASAP on whether we are able to fill your request. Thank you.

Name: \_\_\_\_\_

Group: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date & time of request: \_\_\_\_\_

# Rules for Use

- 1) All persons associated with the event must agree to leave the building at the times specified when room booking arrangements are made.
- 2) The library is not responsible for damage, theft or loss of articles or property belonging to persons renting Library rooms and/or to program attendees.
- 3) All premises must be left in an orderly and clean condition.
- 4) Groups using the meeting rooms shall secure any necessary performance licences and indemnify the Library for any failure to do so on their part.
- 5) The serving of liquor is not allowed.
- 6) No material may be posted on walls or windows of the meeting room.
- 7) Groups will be responsible for the set up and arrangement of the program room for their meeting and will return the room back to its original state when finished.
- 8) Groups are responsible for their own audiovisual equipment unless previously arranged with Library.

# Contact Information



## Dorchester Library

Kathryn Suffoletta, Supervisor

ksuffoletta@middlesex.ca

519-268-3451

2123 Dorchester Rd | Dorchester, ON | N0L 1G0

## Hours of Operation

Mon & Wed 2:30 - 8:30pm

Tues & Thurs 10:30am - 8:30pm

Fri 10:00am - 8:00pm

Sat 10:00am - 4:00pm

# Application Form, continued

Type of event: \_\_\_\_\_

Additional info: \_\_\_\_\_

I, \_\_\_\_\_, representing \_\_\_\_\_, have read the Rules for Use

(please print name)

(organization's name)

and agree to its terms and conditions. I acknowledge the organization's responsibility for any damage to the building, furnishing or equipment during our use of the room.

\_\_\_\_\_  
(signature)

**FOR LIBRARY USE**

Date rec'd: \_\_\_\_\_

Confirmation sent: \_\_\_\_\_