

Lucan Library Program Room

Frequently Asked Questions

Q: Where is the room located?

There is a room available to book at the Lucan Library, located at 270 Main Street in Lucan.

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

Q: Is there a fee?

There is no fee to use the room.

Q: What equipment is available?

The room comes equipped with a projection screen and 60 chairs and 6 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 10am-4pm / Tues 2-8pm / Wed 10am-8pm /

Thurs 2-8pm / Fri 10am-4pm / Sat 10am-4pm

[rules for use on reverse](#) →

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: _____

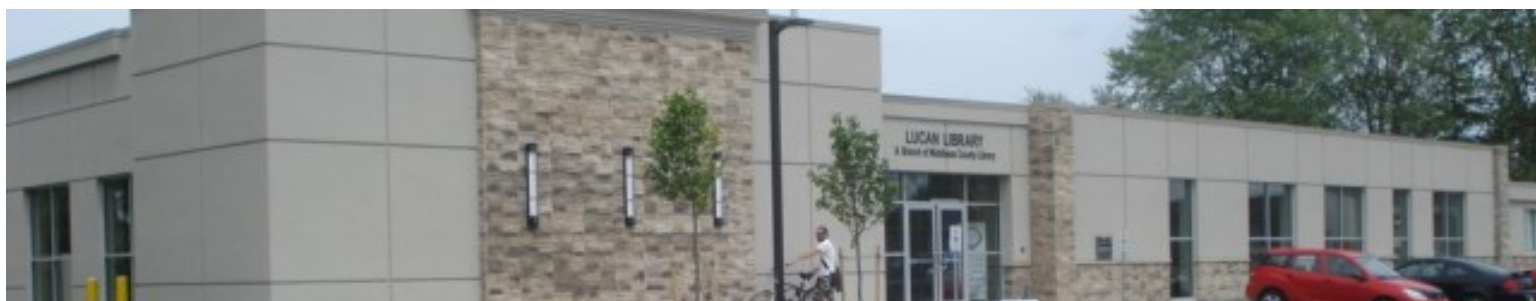
Email: _____

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



Lucan Library

Leigh Robinson, Supervisor
 lrobinson@middlesex.ca
 519-227-4682
 270 Main Street | Lucan, ON | N0M 2J0

Hours of Operation

Mon, Fri & Sat 10am - 4pm
 Tues & Thurs 2pm - 8pm
 Wed 10am - 8:00pm

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: _____