

Thorndale Community Room

Frequently Asked Questions

Q: Where is the room located?

There is a room available to book at the Thorndale Library, located at 21790 Fairview Rd, Thorndale.

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 is the room capacity?

The capacity is 140 persons standing, 75 persons with chairs only and 60 persons with tables & chairs.

Q: What equipment is available?

The room comes equipped with a projection screen, 48 chairs, 6 tables, a coffee maker and 48 mugs.

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 for use from 8am-11pm, Monday-Friday. Arrangements regarding keys can be made for groups using the room outside of library open hours.

[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



Thorndale Library

Debbie Guy, Supervisor
dguy@middlesex.ca
519-461-1150

21790 Fairview Rd | Thorndale, ON | N0M 2P0

Hours of Operation

Tues, Wed & Thurs 2pm - 8:30pm
Fri 10am - 4:30pm
Sat 10am - 2pm

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: _____