



**Accessibility Statement:**

If you identify as a person with a disability, and require this document in an accessible format, please email [roombookingunit@tpl.ca](mailto:roombookingunit@tpl.ca) or call 416-397-5969, or use the online form at [tpl.ca/accessibility](http://tpl.ca/accessibility) to make a request.

## Community Room Rental Application

Visit [Community Spaces Rentals](#) for applicable fees, room information and availability. Bookings can be made during and outside individual branch open hours, up to one year in advance. Applications to book within branch open hours require a minimum 14 days' notice. Applications to book outside branch open hours require a minimum 21 days' notice.

This is an application only. Information provided does not secure a booking. Applications are processed on a first come-first basis. Response times may vary based on volume of applications.

**Contact Information:**

**First and Last Name (required):**

**Title (if applicable):**

**Organization name (if applicable):**

**Street Address (required):**

**City and Province (required):**

**Postal Code (required):**

**Telephone (required):**

**Email (required):**

**Website (if applicable):**

**Is your group Not-For-Profit?**

Yes

No

Please provide proof of non-profit status (i.e. registered charitable or not-for-profit number, or a summary of your organization and why you are non-profit):

### **Booking Details: All fields are required**

**Location/Branch Name:**

**Room Name:**

**Date(s):**

**Room Access Start time:**

\*you are responsible for room preparation, including the setup of tables and chairs beginning at room access start time.

**Room Access End Time:**

\*you are responsible for completing the clean up and take down of tables and chairs by room access end time.

**Number of Attendees:**

**What equipment will you need? Check all that apply.**

- Projector (\$20 fee)
- Kitchen (\$10 fee)
- Piano (\$15 fee)

Equipment is only available at some locations. For details, please [visit our website](#).

**Additional details:**

**Questionnaire: All fields are required.**

**What type of gathering are you planning? (i.e. lecture, meeting, workshop)**

**What are the purpose and subject matter of the booking?  
(provide a detailed response, including names of any guest speakers or presenters)**

**Will the booking be open to and advertised to the public?**

- Yes
- No

Note: posters, flyers or banners or other means of advertising or soliciting attention from the public for your booking is not permitted in the library.

**Will you be photographing or filming your booking?**

- Yes
- No

Note: photographing, filming or video recording of library staff and users on library property must not be conducted without prior written approval of the Library

**Will you be permitting photography or filming during the booking by participants?**

- Yes
- No

Note: photographing, filming or video recording of library staff and users on library property must not be conducted without prior written approval of the Library



**Will food or beverage be available during the booking?**

Yes       No

Note: heating equipment, including kettles, coffee pots and food warmers are not permitted.

**Will music be played or will there be a live performance?**

Yes       No

Note: be aware that noise levels must not cause any disruption in the library.

**Do you plan to make use of available tables and chairs in the room?**

Yes       No

Note: you are responsible for the set up and take down within the booked times.

Please email completed application to [roombookingunit@tpl.ca](mailto:roombookingunit@tpl.ca).