

The Okotoks Public Library has two meeting rooms and one program room for rent. A brief orientation of the library and its facilities will be given on request prior to usage.

For all queries contact Maura at the library 403-938-2220

Emergency after-hours contacts: Tessa Nettleton 403-995-0812 or Caleigh Haworth 403-938-9958

Charges for all rooms:

Non-profit organizations: \$10 an hour

Businesses: \$20 an hour

Room Information:

Meeting Room 1	Meeting Room 2	Program Room*
After hours exit. Kitchenette with 12 cup coffee maker, kettle, microwave and fridge. Cups, glasses, and teaspoons. 20 chairs. 20 large and small tables. Data points and wireless connectivity.	No after hours exit. Kitchenette with 12 cup coffee maker, kettle, microwave and fridge. Cups, glasses, and teaspoons. 15 chairs. 8 large and small tables. Data points and wireless connectivity.	No after hours exit. No kitchenette. No utensils. Chairs, tables and bench seating available. Wireless connectivity.
Capacity: 35	Capacity: 15	Capacity: 45

*Please note that the Program Room is used predominantly for Library Programs. However, when not in use, it can be rented.

Equipment: additional equipment available – charges ranging from \$5 to \$15 per item per session may apply.

Furniture	Equipment
Easel	Overhead Projector
Podium	Multimedia projector
Whiteboard	TV, VCR, and/or DVD
Screen	Laptop (only available with Librarian's express permission)

Miscellaneous charges:

Photocopying: 25c a page for B & W: \$1 a page for color

Printing from public access computers: 25c a page.

We do **NOT** have public fax facilities.

Rental terms and conditions

1. Please check in at the front desk before and after your meeting (unless leaving after hours).
2. A deposit of 75% of room rental is required to secure the booking. Cancellation must be received within 48 hours of room use or the deposit will be forfeited. Full payment is required on receipt of the key to the room.
3. The named representative on the Application and Rental Agreement is responsible for the maintenance of the room and its contents, for the securing of keys where applicable, for ensuring that all electrical equipment has been switched off (apart from the fridge), and that all doors are secured and locked upon departure.
4. Renters in Meeting Room 1 can put the key(s) into the Book Drop on departure.
5. The rental group is responsible for set up and take down within the allotted time. Rooms are to be left clean after every use. Any damages or excessive mess may be subject to additional charges at the discretion of the library staff.
6. No event may exceed room capacity.
7. The Service entrance and driveway can be used for bringing in and taking out of equipment and resources, but may not be used for parking. Once everything has been unloaded - the vehicle(s) must be parked in the Library's parking lot.
8. Granting permission to use the library facilities does not constitute an endorsement of the group or its beliefs by the library, and the library reserves the right to refuse use of the rooms to any group or individual.
9. Persons using the meeting and program rooms are subject to all library rules and regulations.
10. The Library is not responsible for injury, or for articles or equipment left in the room.
11. Serving alcoholic beverages and smoking are not permitted.