

Visit [Community Spaces Rentals](#) for applicable fees, room information and availability.

Please email completed application to the Community Space Rentals office at roombookingunit@torontopubliclibrary.ca or fax to 416-397-5961.

Bookings can be made during and outside individual branch open hours, up to one year in advance. Requests to book within branch open hours require a minimum 14 days' notice and requests to book outside branch open hours require a minimum 21 days' notice.

This application is for inquiry only - information provided does not secure a booking. Library staff from the Community Space Rentals office will review and process application in priority sequence. Response times will vary based on volume of inquiries.

Contact Information - All fields are required.

First and Last Name:

Title (if applicable):

Organization (if applicable):

Is your group Not-For-Profit?: Yes No

If yes, please provide, with your booking request, proof of status (i.e. registered charity or not-for-profit number) or a letter summarizing your organization and why you are non-profit.

Street Address:

City and Province: Postal Code:

Telephone:

Email:

Website (if applicable):

Booking Request - All fields are required

Location/ Branch	Room Name	Date(s)	Time(s)	Number of Attendees	Alternate Date(s)/ Time(s)

Extras: Projector (\$20 fee) Kitchen (\$10 fee) Piano (\$15 fee)
 (Note: equipment is only available at some locations. For details, please visit the website [here](#))

Additional After-Hours Attendant fees will apply to all bookings outside regular hours of operation of the branch. For more details, please [consult our webpage](#).

Additional notes:

Questionnaire - All fields are required.

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

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

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

Yes No

If yes, please note that posters, flyers or banners advertising or soliciting attention from the public for your booking are not permitted in the library.

Will food or beverage be available during the booking?

Yes No

If yes, please note that heating equipment, including kettles, coffee pots and food warmers are not permitted. Some library locations offer kitchens. For more details, please consult the [community rentals webpage](#).

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

Yes No

If yes, please be aware that noise levels must be kept to a minimum and not cause any disruption in the library.

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

Yes No

If yes, please note that you are responsible for completing room set up and take down within the booked times.

BOOKING NOTES:

- Payment methods for bookings: Visa, Mastercard and American Express
- All fees are subject to the Harmonized Sales Tax (HST)