



**Eligibility for Waiving Program Room Rental Fees
CHECKLIST TO ASSIST LIBRARY STAFF
For library use only**

The staff person taking room bookings must ask these questions before waiving any room rental fees. The information gathered will be used to determine whether a rental fee shall be levied.

Group's Name: _____

Contact Person's Name: _____

Date: _____

Staff Name: _____

1. Is the group a registered charity and/or an official non-profit society? * YES NO
Number: _____

2. Do volunteers run the group? YES NO

3. Does the group have paid employees? YES NO

4. Are the group's aims (circle one): educational civic charitable cultural

5. Are the group and its meetings open to the general public? YES NO

6. Are fees charged to persons to attend the meeting/event? YES NO

7. Does the group aim to serve the needs of citizens other than those in attendance of the current meeting or program? YES NO

8. Will the event include solicitation, sales or promotion of any service, product, or property? If yes, describe. YES NO

For Staff use only

Rental fee will be: CHARGED WAIVED

***If yes, must provide registration number.**