



Lincoln Public Library Meeting Room Rental Information

Lincoln Public Library has meeting rooms available at both the Fleming Library and the Moses F. Rittenhouse Library. These spaces are provided for library and library-related programs and meetings. After the library's needs are met, meeting room facilities are available for use by the public.

All groups using the library's meeting rooms must abide by the Lincoln Public Library's Community Meeting Rooms policy (C-2), available on our website or from staff.

No equipment, such as data or overhead projectors, is available to rent from the library.

Fleming Library (Beamsville) Room

The Fleming Library in Beamsville has a study room which seats 10 and can be booked for \$10 per meeting by either profit or non-profit groups. The fee includes the use of an interactive whiteboard. If the room is not booked, individuals or groups can use it on a drop-in basis for free. The whiteboard will not be available unless the room is booked and the fee paid.

Meetings in the Fleming study room must begin and end when the library is open.

The larger meeting room attached to the Fleming Library and the upper level meeting rooms in the Community Complex are booked through the Town of Lincoln. Please call the Town's Community Services Department at 905-563-8205 to book these rooms.

Moses F. Rittenhouse (Vineland) Room

The Moses F. Rittenhouse Library in Vineland has a meeting room available for public rental. Its capacity is 49 seated; 60 standing, and there are 6 tables and 30 chairs available, plus a pull-down screen. The fee is \$20 per meeting for non-profit groups, and \$40 for all others.

Non-profit: A community group/organization that exists solely for non-profit purposes and does not make available any of its income for the personal benefit of any of its members. This category includes organizations that support political parties.

Profit: An individual or organization that operates on a profit basis rather than a cost recovery basis.

Meetings in the Rittenhouse meeting room must begin when the library is open. They can end after the library is closed, provided the person taking responsibility for the room ensures that all lights are off and the alarm system is on before leaving.

Please call 905-563-7014 or email info@lincoln.library.on.ca to book rooms or get more information. Bookings will be confirmed when the group or individual has signed the application form and paid the rental fee.

May 2014