Room booking request

Your contact information

Name

First

Last

Pronouns

Ex: he/him, she/her, they/them

Phone

Email

Email

Confirm email

Organization/Company

Organizational status

? For-profit

? Non-profit

Non-profit registration number

Please provide the registration number of your non-profit organization.

Library card number

Room bookings are available only to City Library cardholders. To get a free library card, please visit us in person with a photo ID and proof of address. Learn more about library cards and how to get one at nvcl.ca/librarycard.

Address

Address line 1

Address line 2

City/Town

Province - Select - ?

Postal code

Room requested

Room requested

? Don Preston boardroom
Max. 12 people
? 3rd floor program room (half)
Max. 30 people
? 3rd floor program room (full)
Max. 60 people

Program room setup

Setup style
? Boardroom
? Theatre
? U-shape
? Classroom
? Pods

Date - first choice
Start time - first choice
Please note, the library is open 9 a.m. - 5 p.m. on Fridays & Saturdays and 1 - 5 p.m. on Sundays. Ensure your preferred time is during open hours.
End time - first choice
Please note, the library is open 9 a.m. - 5 p.m. on Fridays & Saturdays and 1 - 5 p.m. on Sundays. Ensure your preferred time is during open hours. Meetings must end no later than 15 minutes prior to closing.
Date - second choice
Start time - second choice
Please note, the library is open 9 a.m. - 5 p.m. on Fridays & Saturdays and 1 - 5 p.m. on Sundays. Ensure your preferred time is during open hours.
End time - second choice
Please note, the library is open 9 a.m. - 5 p.m. on Fridays & Saturdays and 1 - 5 p.m. on Sundays. Ensure your preferred time is during open hours. Meetings must end no later than 15 minutes prior to closing.

Number attending

I would like to request the following audiovisual equipment

? Projector & projector screen
? Flat screen TV (customer supplies laptop)
? Wireless microphone
? Whiteboard (whiteboard provided, customer supplies markers and eraser brush)
? Flipchart (flipchart stand provided, customer supplies flipchart paper and markers)
? Podium

I would like to request the following audiovisual equipment

? Whiteboard (whiteboard provided, customer supplies markers and eraser brush)
? Flipchart (flipchart stand provided, customer supplies flipchart paper and markers)

I would like to request the following audiovisual equipment

? Whiteboard (whiteboard provided, customer supplies markers and eraser brush)
? Flipchart (flipchart stand provided, customer supplies flipchart paper and markers)
? Podium

Other room set-up preferences or details?

Title of meeting/event (used for signage)

Please describe what activities will take place at your event

Examples might include: training, group discussions craft sale, etc.

Will you be serving refreshments? (customer responsible for any charges related to spills and/or damage)

? No

I understand that the 3rd floor program room (full or half) has a minimum 3-hour booking fee, plus an additional 1-hour setup and takedown fee for all bookings.

I understand ?

I agree to all of the regulations and policies listed on our Meeting room rentals page.

? I agree

Confirmation and payment details

Once you click 'submit', your request will be reviewed by our staff, and we will contact you either to further clarify how we can assist you, or confirm your request as submitted. Once confirmed, an invoice will be prepared detailing your charges. Payment can be made by credit card, cheque or cash and is due at least 48 hours prior to your meeting. We again ask you to review our policies related to room bookings at North Vancouver City Library for answers to some of the most frequently asked questions.

Contact information

Please feel free to contact us if you have any questions! Send an email to spaces@nvcl.ca or call 604-998-3497.

Freedom of Information and Protection of Privacy Act Notice

The library is collecting your personal information in accordance with Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions, please contact us at 120 14th St. West, North Vancouver, BC, V7M 1N9, or 604-998-3495 or privacy@nvcl.ca.

Security Check