

Township of North Kawartha

Form 1 – Request for Use of Council Chambers/Boardroom/Multi-Purpose Room Policy for Use of Council Chambers/Boardroom and Multi-Purpose Room in the North Kawartha Library

North Kawartha Council Chambers/Boardroom:

It shall be the policy of the Township of North Kawartha to reserve use of the Council Chambers/Boardroom for activities such as meetings, hearings, workshops, open houses, award ceremonies and luncheons carried out by government agencies and organizations.

Municipal Meetings of Council and Committees have priority status and shall pre-empt all other scheduled activities.

North Kawartha Library Multi-Purpose Room:

It shall be the policy of the Township of North Kawartha to reserve use of the Multi-Purpose Rooms for purposes or activities deemed beneficial to the citizens and ratepayers of the Community.

The Multi-Purpose Room is not available for operation of private businesses carrying out activities for profit.

Organization Information

Organization: _____
Email: _____
Name: _____
Telephone #: _____
Address: _____
Date(s): _____ Time(s): _____
State Purpose: _____
Signature: _____ Date: _____

Please indicate which room your organization would like to book

Municipal Council Chambers Council Chambers Boardroom
Multi-Purpose Room – Library

For office use only

Request Taken By: _____ Date: _____
Approval Granted: _____ Approval Denied: _____
Reason: _____
Signature: _____ Date: _____
Chief Administrative Officer