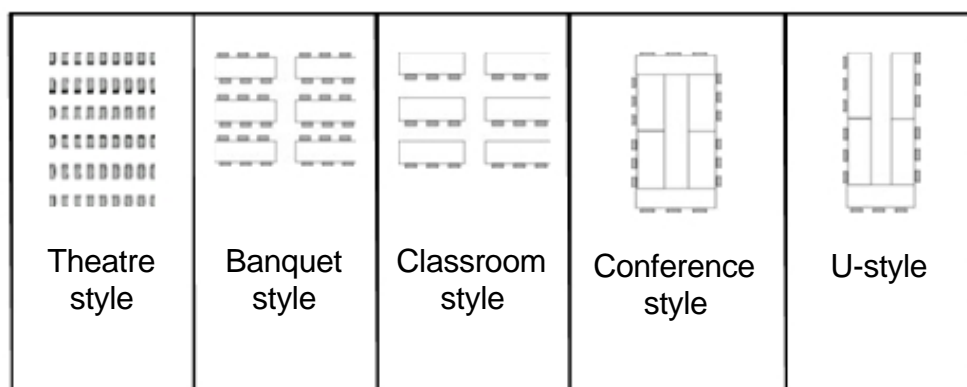


Basic Room Arrangements

Theatre Style	Straight rows of chairs (no tables)
Banquet Style	Table with chairs facing in both directions
Classroom Style	Table with chairs all facing in one direction
Conference Style	Table with chairs all around
U-Style	Three or more tables in a “U” form with chairs around the outside



These basic room arrangements are included in the room rental fee. Any other requests beyond these may incur additional charges. The renter must advise the library of the required set-up and any additional requirements at time of booking. The library must be advised of any changes at least 48 hours in advance. If advance notice is not given, extra fees will be incurred by the renter.

To reserve a meeting room or for further information, please call: 905-668-6531 x 2024, or e-mail roomrentals@whitbylibrary.on.ca