

## **Chapter 22**

### **Booking the Citizen's Boardroom**

- 22.1** The Citizen Conference Room cannot be booked before September 1 of the year prior to the year it is required. For example booking for the calendar year 2013 the booking will be made September 1, 2012 or as close thereafter.
- 22.2** The booking should include the dates and the length of time the room is required for. The time remains the same each year – 1:30 to 5:00 PM. The dates required are each third Sunday starting in September thru to May. December is NOT booked. In May the holiday weekend must be considered as it is usually the third Sunday of May, thus the Sunday after the holiday weekend is booked.
- 22.3** The contact at the present time is Cheryl Durling 613-596-3543  
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