**Venue List: Volunteers**

This is a venue list for facilitators to use when arranging interviews and forums. The manual is arranged by town. Please follow special details section when arranging venues, depending on the venue LCCJ Program Coordinator (P.C.) will have to be contacted to arrange the venue. Some of the venues require payment, please contact LCCJ P.C. to use these venues. Please use these venues when all venues on the list have been checked out.

**LCCJ Program Coordinator:** Samantha Snyder
**Email:** program.coorinator@commjustice.org or Samantha.snyder@commjustice.org

**Almonte**

**Almonte Fire Hall**

**Where:** 478 Almonte St, Almonte, ON **Contact:** Call or email LCCJ P.C. 613-264-1558

**Room Capacity:** Large Group  **Accessible:** Yes

**Hours:** Days and Evenings **Rate:** Free

**Special Details:** Call or email LCCJ P.C. to book the space.

**Almonte Old Town Hall**

**Where:** 14 Bridge Street, Almonte, ON **Contact:** Call or email LCCJ P.C. 613-264-1558

**Room Capacity:** Small Group **Accessible:** Yes

**Hours:** Days and Evenings **Rate:** $15.00

**Special Details:** Call or email LCCJ P.C. to book the space.The second floor multi-purpose room is available for small meetings.

**Website:** <http://www.mississippimills.ca/en/play/almonteoldtownhall.asp>

**Mills Community Support**

**Where:** 67 Industrial Drive, Almonte, ON **Contact:** Call or email LCCJ P.C. 613-264-1558

**Room Capacity:** Small Group (Interviewing only) **Accessible:** Yes

**Hours:** Mon to Fri 9a.m. to 4:30 p.m. **Rate:** Free

**Special Details:** Have LCCJ P.C. call to check for availability and to book the room. Small meeting room available during operating hours for interviewing only.

**Website:** <https://themills.on.ca/find-us/>

**Mississippi Mills Public Library-Almonte Branch:**

**Where:** 155 High Street, Almonte, ON **Contact:** Call or email LCCJ P.C. 613-264-1558

**Room Capacity:** Meeting Room:40 people **Accessible:** Yes

**Hours:**

**Rate:** Non-Profit rate**:** $15.00 per block +Tax. Insurance requirements**:** provide a certificate of insurance in the amount of $2 million naming the Corporation of the Town of Mississippi Mills as an additional insured.

After Labour Day to end of May:

Mon: 2:00pm-8:30pm

Tues: 2:00pm-8:30pm

Wed: 10am-8:30pm

Thur: 2:00pm-8:30pm

Fri: 10am-6:00pm

Sat: 10:00am-4:00pm

Sun: CLOSED.

June through Labour Day:

As above except Saturday when we close at 2pm.

**Special Details:**almontelib@missmillslibrary.com or call 613-256-1037 and reserve the Large Meeting Room. When  booking the room, you will say that it is for Lanark  Community Justice and that there is an agreement already on file.

Call or email LCCJ P.C. to book the space.We have sent a copy of the certificate of insurance to the library, the library will have a copy on file. Rent time is a minimum 3 hour period. Submit Rental Agreement Form.

 **Website:** <https://missmillslibrary.com/library-services/meeting-room-rental/>

**Carleton Place**

**Carambeck Community Centre**

**Where:** 351 Bridge Street, Carleton Place, ON **Contact:** Main Number613-257-1704

**Room Capacity:** 10 People **Accessible:** Yes

**Rate:** No charge if during staffing hours

(week day and evening hours), weekend $26.50

**Hours:** Monday-Friday 9:00a.m. to 4:00p.m.

**Special Details:** Call ahead of time @613-257-1704to check for availability and to book the room. Monday, Tuesday and Friday (available), Tuesday morning (already booked), and Thursday (already booked). If required on a weekend call or email LCCJ P.C. to book the space.

**Website:** <http://carletonplace.ca/carambeck-community-centre-c291.php>

**Carleton Place Public Library**

**Where:** 101 Beckwith Street, Carleton Place, ON **Contact:** Call or email LCCJ P.C. 613-264-1558

**Room Capacity:** 50 People **Accessible:** Yes

 **Rate:** $45.00

**Hours:**

Monday to Thursday: 1:30 p.m. to 8:00 p.m.

Friday: 9:30 a.m. to 5:30 p.m.

Saturday: 10:00 a.m. to 5:00 p.m. Sunday: Closed

**Special Details:** Call or email LCCJ P.C. to book the space**.**

**Website:** <https://olco.ent.sirsidynix.net/client/en_US/cp/?rm=CP+USING+YOUR+1%7C%7C%7C1%7C%7C%7C0%7C%7C%7Ctrue#roomrentals>

**Carleton Place OPP Detachment**

lori.c.martin@opp.ca

613-257-5610 – Admin Office CP Detachment

\*\*CP Police Detachment Admin Office Hours: Monday’s, Wednesday’s, Friday’s.
8am – 12pm & 1pm – 4pm

**Lanark Community Programs**

**Where:** 30 Bennett St, Carleton Place, ON **Contact:** Call or email LCCJ P.C. 613-264-1558

**Room Capacity:** Small Group and Forum Size **Accessible:** Yes

**Hours:** Monday - Friday: 8:30 am to 4:00 pm + evenings **Rate:** Free

**Special Details:** Call or email LCCJ P.C. in advance to book the space. Get the code and key.

**The Owl Café**

**Where:** 135 Bridge St, Carleton Place, ON **Contact:** Call or email LCCJ P.C. 613-264-1558

**Room Capacity: Accessible:** Yes

\*Meeting Space A: 8 People

**Rate:**

\*Meeting Space A: $15/hr. for non-profit organizations, $20/hr. for public.

\*Meeting Space B: $25/hr. for non-profit organizations, $30/hr. for public

\*Meeting Space B: 15-20 People

**Hours:**

Mon: 8:30 am - 4:30 pm

Tue: 8:30 am - 9:00 pm

Wed: 8:30 am - 4:30 pm

Thu: 8:30 am - 9:00 pm

Fri: 8:30 am - 4:30 pm

Sat: 10:00 am - 4:00 pm

**Special Details:** Call or email LCCJ P.C. to book the space**.** Meeting Space A is available for booking 6 days a week during business hours (9a.m.-5 pm). Meeting Space B is available after hours (evening or weekends). Cancellations must be made 24 hours in advance. Can be used for interviewing.

**Website:** <https://theowlcafecarletonplace.com/about/>

**Lanark**

**North Lanark Community Health Centre**

**Where:** 207 Robertson Drive, Lanark, ON **Contact:** Call or email LCCJ P.C. 613-264-1558

**Room Capacity:** Small Group (interviewing only) **Accessible:** Yes

**Hours:** **Rate:** Free

Monday - Wednesday: 8:00 am to 7:00 pm

Thursday: 8:00 am to 4:30 pm

Friday: 8:00am to 5:00pm

**Special Details:** Have LCCJ P.C. call ahead of time to check to see if a room can be used**.** Can be used during operating hours for interviewing only.

**Website:** <http://www.nlchc.on.ca/index.html>

**Perth**

**Algonquin College Perth Campus**

**Where:** 7 Craig St, Perth, ON  **Contact:** Call or email LCCJ P.C. 613-264-1558

**Room Capacity:** Forum Size  **Accessible:** Yes

**Hours:** Days and Evenings **Rate:** Free

**Special Details:** Call or email LCCJ P.C. in advance to book the space.

**Lanark County Community Justice**

**Where:** 8 Herriott Street Suite 10-E Perth, ON **Contact:** 613-264-1558

**Room Capacity:** Small and Large **Accessible:** Yes

**Hours:** Monday to Friday 9 a.m. to 4:30 p.m. **Rate:** Free

**Special Details:** Call the office or email in advance to book the space.

**Perth & District Union Public Library:**

**Contact:** Call or email LCCJ P.C. 613-264-1558

**Where:** 30 Herriott Street, Perth ON

**Room Capacity:**

\*Common Room: 20 People **Accessible:** Yes

\*Frizell Room: 80 People

 **Rate:** Common Room: $20.00. Frizell Room: $40.00, plus $10.00 for each additional hour proportion thereof.

**Hours:**

Monday 12-5

Tuesday 10-8

Wednesday 12-8

Thursday 12-8

**Website:** <http://www.perthunionlibrary.ca/>

Friday 10-5

Saturday 10-3

Sunday 12-3

**Special Details:** Call or email LCCJ P.C. to book the space**.** Common Room: rented for block of up to two hours. It cannot be booked longer than two hours. Frizell Room may be rented for up to three hours of access. Groups must end their programs half an hour before the library closes so as to complete cleanup by closing time. Submit the rental agreement form.

**Smiths Falls**

**Lanark, Leeds and Grenville: Addictions and Mental Health**

**Where:** Unit A3, 88 Cornelia Street West, Smiths Falls, ON

**Contact**: Call or email LCCJ P.C. - 613-264-1558

**Room Capacity:** Library Room 8-10 People **Accessible:** Yes

**Hours:** Monday to Friday 8:30a.m. to 4:30p.m. **Rate:** Free

**Special Details:** Have LCCJ P.C. callto check for availability and to book the room, can be used during operating hours. Library room available for interviewing.

**Website:** <http://llgamh.ca/>

**Smiths Falls Community Health Centre**

**Contact:** Call or email LCCJ P.C.

613-264-1558

**Where:** 2 Gould Street Unit 118, Smiths Falls, ON

**Room Capacity:**

**\***Small Room (8 People)

\*Large Room (Larger Groups) **Accessible:** Yes

**Hours:**  **Rate:** Free

Monday, Tuesday and Thursday 8:30 am - 4:30 pm

Wednesday 8:30 am - 7:30 pm

Friday 8:30 am - 4:00 pm

**Special Details:** Have LCCJ P.C. book the room, rooms are readily used for other programs, availability is uncertain. Can use during day time hours. Rooms only available for non-profits. Can be used for interviewing.

**Website:** <http://www.rvds.ca/index.php?option=com_content&view=article&id=37&Itemid=114>

**Smiths Falls Lions Club**

**Where:** 19 Abbott St. South, Smiths Falls **Contact:** Call or email LCCJ P.C. 613-264-1558

**Room Capacity:** Forum Size  **Accessible:** Yes

**Hours:** Days and Evenings **Rate:** Free

**Special Details:** Call or email LCCJ P.C. in advance to book the space. Book with Bob McCulla, can often pick up key at his home, 112 Golf Club Rd and return it to the side door at that address.