

## Town of Beaverlodge Library Board Policies

<b>Policy Name</b>	<b>Use of Public Meeting Space</b>
Policy Number	10
Legislative Authority	Libraries Regulation AR 141/1998 s.7(2)(g) Bylaws of the Town of Beaverlodge Library Board

**Purpose**            The Beaverlodge Public Library maintains and welcomes public use of its meeting rooms to facilitate and enable:

- Provision of programs and services to the public.
- Partnerships with community agencies and organizations to provide programming and activities complementary to the Library’s goals and objectives
- Affordable meeting space for use by non-profit and profit organizations.

**Definitions**    Library means Beaverlodge Public Library.  
Library Board means Town of Beaverlodge Library Board.

**Policy**            **1. Usage**

- 1.1 The Library supports the right of free expression by making available its meeting rooms to individuals, groups and organizations whose programs are consistent with the intent of the Canadian Charter of Rights and Freedoms, and all other applicable laws and statutes.
- 1.2 Meeting rooms at the Library are primarily for the provision of library programs and events.
- 1.3 When not needed by the Library, meeting rooms will be available for rent to a third party on a first come, first serve basis.
- 1.4 Renters are required to sign a rental contract and provide full payment prior to access to the Library meeting rooms. See Policy 10 Appendix.
- 1.5 The Library is not responsible for damage, theft, or loss of articles or property belonging to persons renting library rooms and/or to program attendees.
- 1.6 Use of the Library meeting rooms does not imply endorsement by the Library of the organization or program content.
- 1.7 Room rental rates are set by the Library Board and are subject to review and/or change. Current rates shall be applied as set forth in Bylaws Schedule B. Rates are included in the rental contract.

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### 2. Denial

- 2.1 The Library reserves the right to refuse an application and to cancel any reservation due to an emergency, or if such reservation is in violation of the Meeting Room Rental Policy or Rental Contract.
- 2.2 If the Library cancels a reservation, the renter will receive a refund of all monies paid.
- 2.2 Permission to use the Library meeting rooms will be denied to a renter when their purpose is illegal, conduct may interfere with the proper functioning of the Library, or the activity does not have the sponsorship and presence of a legally responsible adult aged 18 years or older.

Original Effective Date:	2014		
Reviewed and Revised Effective Date:	May 15, 2019	Chairperson's Signature	Chairperson's Name David McGregor
Review Due Date:	May 2021		

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Policy 10 Appendix

Beaverlodge Public Library Meeting Room Rental Contract

<b>Name of Renter</b>			
<b>Name of Organization</b>			
<b>Email address</b>			
<b>Phone Number</b>			
<b>Date of Rental</b>			
<b>Start time</b>		<b>End Time</b>	
<b>Name of Room</b>			
<b>Cost of Rental</b>	\$		

**1. Usage**

1. The Library supports the right of free expression by making available its meeting rooms to individuals, groups and organizations whose programs are consistent with the intent of the Canadian Charter of Rights and Freedoms, and all other applicable laws and statutes.
2. Use of the Library meeting rooms does not imply endorsement by the Library of the organization or program content.
3. The Library is not responsible for damage, theft, or loss of articles or property belonging to persons renting library rooms and/or to program attendees.
4. The rental charge for library rooms not normally used for public library purposes is \$25.00/hour for day or night rental, up to a maximum of \$100.00 per event.

**2. Denial**

1. The Library reserves the right to refuse an application and also cancel any reservation due to an emergency, or if such reservation is in violation of the Use of Public Meeting Space Policy or Rental Contract.
2. If the Library cancels a reservation, the renter will receive a refund of all monies paid.

**3. Responsibilities of Renters**

**I agree to the following and/or understand:**

1. To provide the **full payment of \$\_\_\_\_\_** prior to accessing the Library meeting rooms.
2. To access the meeting rooms for set-up purposes not more than one hour prior to the rental starting time as indicated on the rental contract. If extra set-up time is required, additional costs may apply.

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3. In the event of a cancellation, I will pay the full rental charge if less than 24 hours' notice has been given.
4. To conduct all activities, programs or meetings in the Library subject to the general rules and policies of the Library.
5. To not conduct any illegal activity during the course of my rental.
6. I am responsible for ensuring that the number of people in attendance does not exceed the maximum fire code limit posted in each room.
7. I understand lighted candles or other open flames are strictly prohibited.
8. Renters are liable for any rental-related damage to library equipment or furnishings or the building.
9. All organizations and individuals that apply to use the library facilities are required to reimburse the Library Board for any damage or infringement of royalty or performance rights.
10. I will ensure movies shown at the Library will have the appropriate public performance rights for screening.
11. To leave the room in a clean condition and to vacate the Library at the time specified on my rental contract.
12. I may arrange catering or supply my group with food and only non-alcoholic beverages. It is my responsibility to remove all catering supplies and food from the room at the specified end time.
13. I will incur extra costs if any member of my group remains beyond the specified end time as stated in my Rental Contract.
14. I may charge admission to my event. I am responsible for registration, ticket sales and monitoring admission.
15. Publicity & advertising should in no way imply that the Library advocates or sponsors the event, unless the Library Board has given its permission.
16. I will ensure the sponsorship and presence of a legally responsible adult aged 18 years or older.

Name of Renter	Signature of Rental	Date (mon/dd/yyyy)
Name of Library Staff	Signature of Library Staff	Date (mon/dd/yyyy)