



TOWNSHIP OF GEORGIAN BAY PUBLIC LIBRARY BOARD

Facility Policy: Use of Library Community Meeting Rooms

Board motion number: 17:16

Date of original motion: Feb. 18/2010/Nov. 24/2014

Date of review: March 22, 2017

Chairperson's signature: Diane Waters

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INTRODUCTION:

The Township of Georgian Bay Public Library will make its community meeting rooms available as a public service to the community for educational, cultural, social and recreational purposes under the following conditions.

1. CONDITIONS:

- a) The community group makes application to and complies with the regulations of the Township of Georgian Bay Public Library Board.
(Addendum A - Application Form; Addendum B - Regulations)
- b) A fee is set by the Township of Georgian Bay Public Library Board and charged to all groups with the following exceptions:
 - i) Non-profit organizations may use the room once per month for free
 - ii) Library and Library-sponsored/co-sponsored programs
 - iii) Friends of the Library
 - iv) Committees on which library staff are serving members
 - v) Committees of the Township of Georgian Bay

- c) Community Room Rental Fee:
 - \$25.00 per half day/\$50.00 per full day

- Non-profit groups using the room more than once per month:
- \$15.00 per half day/\$30.00 per full day

- d) The community room will be booked through the Public Service staff at the circulation desk by completing a **“Use of Community Room Booking Form” (Addendum A)** which will include **“Regulations concerning rental of the Community Meeting Room” (Addendum B)**.
All bookings must be approved by the CEO or Clerk II staff.
- e) Renters must sign the Application agreeing to the regulations and conditions.
- f) Full payment of the fee must be submitted with the confirmed application form.
- g) An individual or group is required to advise the Public Service staff of any cancellation no later than 48 hours prior to the booking. Failure to adhere to the cancellation date will result in loss of the payment at the discretion of the CEO.
- h) The Library Board gives priority to library sponsored programs.
- i) Activities and programs conducted in the meeting room must be consistent with the stated aims and policy statements of the Georgian Bay Public Library Board.
- j) The Library Board may permit the use of the meeting room to groups without endorsing their policies and beliefs.
- k) Any uses of the meeting room must not interfere with the regular on-going public service function of the library system.
- l) Use of the library space is not available for meetings other than the Library Board or library staff.
- m) Groups making regular use of the meeting room may be subject to an annual review by the Chief Executive Officer who reports to the Board periodically regarding the usage and funds raised.
- n) The Library Board reserves the right to refuse use of the meeting room to any or all individuals or groups at the discretion of the Chief Executive Officer.

ADDENDUM A

USE OF COMMUNITY ROOM

Booking Form:

Organization: _____

Contact person: _____

Address: _____

Telephone number: _____ Home _____ Bus. _____ Cell _____

Type of use: _____ Anticipated attendance _____

Date required: _____ Time: _____

The applicant has read and agreed to abide by the attached regulations.

Applicant's signature: _____

Date: _____ Approved by: _____

Key provided: _____ Security code provided: _____

Rental Fee: _____ Fee Paid: _____

Community Room Rental Fee:

- \$25.00 per half day/\$50.00 per full day

Non-profit groups using the room more than once per month:

- \$15.00 per half day/\$30.00 per full day

Equipment available upon request:

Coffee maker (must bring own coffee, etc. & in HH must bring water) _____

Laptop computer _____

Projection unit _____

NO BOOKING WILL BE CONFIRMED UNTIL A SIGNED COPY OF THE BOOKING FORM IS RETURNED WITH PAYMENT.

ADDENDUM B

REGULATIONS CONCERNING RENTAL OF THE COMMUNITY MEETING ROOM

1. The Township of Georgian Bay Public Library Board may refuse use of the meeting room to any individual or group that, in the past, has caused disturbances or damages on, or to, library property and has the right to revoke meeting room use at any time at the discretion of the Chief Executive Officer.
2. The Township of Georgian Bay Public Library Board accepts no responsibility for lost or stolen articles.
3. All organizations must clearly specify their own name in advertisements of meetings or displays held in the library.
4. The applicant is responsible for any damages incurred to the furnishings, equipment and premises during the rental period and will be required to indemnify the Township of Georgian Bay Public Library Board against any and all claims of every nature and kind.
5. The applicant is responsible for the following:
 - i) Pick up of meeting room key on a designated day prior to a booking which takes place at a time when the library is closed.
 - ii) Ensure the meeting room be left in a clean and orderly condition by providing clean-up labor and removal of garbage.
 - iii) Ensure the meeting room and exterior door is locked and the key is returned either to staff or in an envelope in the drop box at the end of the meeting.