

Purpose: Brooks Public Library views its facility resource as a valuable community asset.

Meeting Rooms are provided for library and library-related programs and meetings. After these needs are met, the Meeting Rooms are available to groups and organizations for a rental fee.

Use of the Meeting Rooms by any group or organization does not constitute an endorsement of the group or organization's policies or beliefs by the City of Brooks Library Board.

1. Bookings:

- 1.1. All renters booking the Meeting Rooms must complete a Meeting Rooms Rental Agreement (Attachment A) prior to use. Signers must be eighteen years or older.
- 1.2. Meeting Rooms must be booked a minimum of 7 days prior to the event.
- 1.3. Meeting Rooms can be reserved a maximum of 3 months from the day the reservation is made.
- 1.4. Meeting Rooms will not be rented on statutory holidays, or days when the library is closed, unless approved by the Library Manager.
- 1.5. Rental Fees:
 - 1.5.1. Board/Large Meeting Room is charged at \$20/hour (plus library staff costs for times outside of regular library hours)
 - 1.5.2. Study Rooms are charged at \$15/hour (plus library staff costs for times outside of regular library hours)
 - 1.5.3. Videoconferencing equipment may be booked in addition to the Meeting Room for an additional \$20
 - 1.5.4. Any portion of a booking occurring outside of regular library hours is subject to a minimum charge of \$150. This charge provides wages for two staff members' supervision.

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- 1.6. The Library does not provide food or beverages, but groups using the Meeting Rooms are allowed to supply their own.
 - 1.7. All bookings where alcohol will be served must have the prior approval of the Library Manager. Renters wishing to serve alcohol must purchase a Liquor Permit and provide the Library with proof of a minimum of one million dollars (\$1,000,000) host liquor liability coverage in which both the City of Brooks and Brooks Public Library are named as additional insured.
 - 1.8. The Library Manager may accept or decline any offer to book the Meeting Rooms or Videoconferencing equipment at their discretion.
2. Exemptions:
- 2.1. There will be no charge for library-related use of the Meeting Rooms.
 - 2.2. Bookings made by the Library for library business take priority over non-library related bookings.
 - 2.3. City of Brooks and County of Newell departments will not be charged rental for the Meeting Rooms. However, there will be charges for after-hours supervision.
 - 2.4. The Library Manager may waive charges for booking the Meeting Rooms or Videoconferencing equipment at their discretion.
3. Renter Responsibility:
- 3.1. Pre-payment is necessary to reserve Meeting Rooms.
 - 3.2. Renters must ensure that all external publicity includes the following disclaimer:
Rental of Library Meeting Rooms does not imply City of Brooks Public Library Board, or Brooks Public Library, endorsement of the aims or objectives of the renter.

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- 3.3. The renter, or designated adults, must supervise young adults and children participating in events or productions.
 - 3.4. Renters using Meeting Rooms must ensure all materials have been cleared away so that the Rooms remain tidy and uncluttered before leaving. Additional charges will apply if cleanup is left for library staff.
 - 3.5. The renter shall be financially responsible for all loss or damage to the meeting Rooms, equipment, or facilities by a person or persons admitted to the premises by, or acting on behalf of, the renter. Any damage should be reported immediately to library staff.
4. Library Responsibilities:
- 4.1. Meeting Rooms shall be under the supervision of an employee of the Library to ensure adherence to this policy.
 - 4.2. Library employees have the authority to request that the renter vacate the premises in cases of inappropriate conduct or violation of policy or Meeting Rooms Rental Agreement.
 - 4.3. Additional charges may apply for meetings exceeding the original rental agreement.
 - 4.4. The Board, and the Library, will not knowingly permit any individual or groups to use its facilities in contravention of the Criminal Code of Canada, Canadian Charter of Rights and Freedoms, or if the Board or the Library has reason to fear a disturbance of the public peace.
 - 4.5. The Board, and the Library, will not undertake any promotion of events by renters using Meeting Rooms.
 - 4.6. The Board, and the Library, bears no responsibility for the safety, loss or damage of items held on The Library premises for the renter.

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5. Access:

5.1. Renters using Meeting Rooms cannot have access before library opening, or after closing, without prior approval by the Library Manager.

6. Cancellations:

6.1. Reservations cancelled with *more than 72* hours notice receive a complete refund of the deposit. Reservations cancelled with *less than 72* hours notice may not receive a complete refund of the deposit, at the discretion of the Library Manager.

7. Failure to Comply:

7.1. Failure to comply with *Policy S.4 Facilities Rental Policy* will disqualify the renter from further bookings of Meeting Rooms.

7.2. The decision of the Library Manager shall be final in all matters pertaining to the interpretation of this policy.

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Attachment A: Meeting Rooms Rental Agreement

Booking Date _____

Booking Time _____

Name of Event _____

Brief Description of Event Activities _____

_____ Number of Anticipated Attendees _____

Name of Organization _____

Address _____

Phone _____ Email _____

Contact Person _____

I read, understood and agree to follow all conditions as outlined in S.4 Facilities Rental Policy.

(Signature)

(Date)

(Print Name)

(Phone number, if different from above)

Staff Use:

Cost/Hour	Total Hours	Videoconferencing Equipment	Total Booking Cost	Manager Approved?	Paid?	Entered into Binder?

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