

Category: Operational
 Policy Name: **Multipurpose Room Rental Policy**
 Date Approved: June 2016

Introduction:

The objective of this policy is to provide staff and the public with a clear description of and guidance on the procedure for renting the Lake of Bays Township Library multi-purpose room.

Procedure:

1. Any individual or group wishing to use the multi-purpose room for a private meeting or event must complete an application form (Attachment 1) and submit to the Branch Librarian for review and approval.
2. Library programs, meetings and events have first priority for use of the multi-purpose room. After which, other bookings are considered on a first come, first served basis.
3. All applicants must adhere to the 'Rules and Responsibilities for Users of the Library Multi-purpose room' document (Attachment 2) and sign to demonstrate their knowledge of those rules.

Rental Rates	For Profit	Not-For-Profit
Cost per Hour	\$20/hr	\$10/hr

Please note: The renter must provide the library with proof of \$2 million in liability insurance per occurrence, with the Lake of Bays Public Library named as a third party, for the time of the rental.

Alternatively, the renter can purchase this insurance through the Township of Lake of Bays. Please speak to the Branch Librarian for rates.

Attachment 1: Application for rental of multi-purpose room in Lake of Bays Public Library.

Date Room Required: _____

Time Room Required: _____

Name of Contact: _____

Phone #: _____

Email address: _____

Number of people in group: _____

*Please note the capacity of the room is _____ people.

Will refreshments be served? yes no

I, the undersigned, agree to the attached 'Rules and Responsibilities for Users of the Library Multi-Purpose Room' and agree to pay for extra cleaning or damages that occur while I am responsible for the room.

Name of Applicant _____

Signature of Applicant _____

Date _____

Library Use Only:

Approved By: _____

Date: _____

Attachment 2: Rules and Responsibilities for Users of the Library Multi-Purpose Room

1. No smoking or vaping in the multi-purpose room or the library in accordance with the Township By-Laws.
2. Activities must be confined to the multi-purpose room.
3. If refreshments are served, the applicant is responsible for cleaning the room to leave it in the condition it was found.
4. Granting permission to use the multi-purpose room does not constitute an endorsement of the Library of users or their beliefs.
5. All arrangements for chairs, tables and any other equipment must be organized in advance.
6. If the rental terminates after library hours, the applicant must ensure that the lights are turned off and the doors are locked.
7. The applicant is responsible for supervising attendees.
8. The applicant is liable for damages to facility and/or equipment.
9. The Library staff and Board, or the Township of Lake of Bays are not liable for personal injury or damage, loss or theft of personal items.
10. The Library has the right to cancel a booking upon breach of conditions.

Signature of the Chairperson _____

Document Revision Record:

Revision Level	Date
Initial Approval	June 2016
Last Review/Revision	December 16, 2019
Year of Next Review	2023