

ROOM RENTAL POLICY

1. Application for use of the Board Room or Assembly Room may be made by filling out the Library's Agreement for the Use of Library Meeting Rooms form. This should be done sufficiently prior to the day proposed for use to allow for processing the request. The two Study Rooms are booked on a "first come, first served" basis by calling or stopping by a public service desk and speaking with Staff.
2. The Board empowers staff to accept, limit frequency of use, or deny an application, based on the conditions listed below. In the case where staff are uncertain or where the applicant appeals, the matter may be presented to the Board at its next regular meeting.
3. No "tentative" bookings will be accepted. Bookings may be made with the understanding that the Library requires forty-eight (48) hours notice of cancellation. If this requirement is not met, the applicant agrees to pay the applicable rate. "Community Groups" that do not meet the cancellation requirement will be charged the non-profit rate for the room booked.
4. The Board reserves the right to issue and/or cancel agreements for the use of the facilities. In order to make our rooms available in an equitable fashion, booking frequency may be limited.
5. The applicant and/or person in charge will be responsible for the conduct and supervision of all those attending.
6. Rooms are available during the hours the Library is open. It is the person in charge and/or applicant's responsibility to watch the time and ensure events are over 15 minutes before closing so that all attendees have vacated the building within the Library's posted open hours. It should not be necessary for Staff to police this policy on the day.
7. Advertising for meetings open to the public must include the name of the sponsoring group and contact information. Access to the room does not imply that the Library endorses any particular program and the Library will not be responsible for promoting the event or responding to questions regarding it. Opinions expressed and/or actions recommended are those of the group using the room and are not necessarily those of the Board or the Staff of the Library.
8. It is expected that all spaces will be tidied up after use. Damage to the building or equipment will be the responsibility of the user. The Midland Public Library is a non-smoking building. Alcoholic beverages will not be allowed without prior agreement and a valid license from the LCBO.
9. Commercial or 'for profit' groups are welcome to sponsor informational or educational sessions. Direct sale of items will not be permitted.
10. Security of the group's equipment and personal possessions will be the responsibility of the group. The Board is not responsible for personal injury or damage to the group's equipment. The rooms can be locked upon request.
11. The set up of chairs and tables will be done in consultation with staff to ensure safety and security.

Costs

In the interest of promoting community involvement, the Library has established a preferential rate structure for different classes of groups:

	Community Groups (Volunteer)	Non-Profit	Funded Charity or Government Org.	Commercial
Assembly Room – for the first 4 Hours	\$ 0.00	\$ 40.00	\$ 50.00	\$ 80.00
for the second 4 Hours	0.00	40.00	50.00	80.00
for the third 4 hours	0.00	40.00	50.00	80.00
Board Room	\$ 0.00	30.00	40.00	50.00
Study Rooms	0.00	0.00	0.00	0.00

(Boards or Committees of the Town will be considered Volunteer Community Groups and may access space for free)

A projector may be made available in the Board Room. The Assembly Room has a projector, screen and sound system. Access and training on this equipment must be arranged in advance. Due to Staffing levels, assistance with equipment may not be available during evening hours. Rates are as follows:

	Community Groups (Volunteer)	Non-Profit	Funded Charity or Government Org.	Commercial
Board Room Projector	\$ 10.00	\$ 25.00	\$25.00	\$ 40.00
Board Room TV	\$20.00	\$20.00	\$20.00	\$20.00
Assembly Room System	\$ 20.00	\$ 40.00	\$40.00	\$ 50.00

Liability insurance is required for any group that is unaffiliated with the Library. This helps protect the organizers and the Library from anticipated costs. A small charge has been added to the rental charge for this purpose.

_____ group has coverage to indemnify itself and the Library in the case of an accident while renting space and declines the extra insurance.

I have read and agree to the terms, conditions and all applicable charges that are stated above.

Signature

Date