

## FACILITIES POLICY MANUAL

### **Facilities-1      General facility use**

Date of review: \_\_\_\_\_

Chairperson's signature: \_\_\_\_\_

1. The library is a smoke-free building.
2. Patrons are asked not to eat in the library; however, coffee and other beverages are permitted.
3. Pets are not permitted in the library with the exception of guide dogs and service dogs.
4. Disturbances: If a patron causes a disturbance in the library, and ignores the request for due consideration of the rights of other patrons, the patron will be asked to leave. If warranted, the police will be notified. If an individual ignores oral and/or written warnings to leave the premises, he/she can be charged with trespassing under the *Trespass to Property Act*. See also *Facilities – 9 Rules of Conduct*.

### **Facilities-2      Meeting Room**

Date of review: \_\_\_\_\_

Chairperson's signature: \_\_\_\_\_

1. The Brockville Public Library (BPL) has a large meeting room located on the main floor that is available for use by the public during normal library hours for a fee (see fee schedule for details). The renter must be 18 years or older. The library building is handicapped accessible and there is a handicapped washroom next to the meeting room.
2. The meeting room can be used for library events, community events, and other non for-profit events. The room can also be booked by profit making groups; for example, for seminars and business meetings. The room is not to be used for parties, showers, banquets, etc. The City of Brockville may use the meeting room free of charge.
3. All organizations intending to use the room must follow the provisions of the *Ontario Human Rights Code*.
4. The CEO of the library, in consultation with the Library Board, may refuse any application that is incomplete as well as reserving the right to refuse any application and cancel reservations.
5. The BPL does not necessarily endorse the views of those who may rent the facility, and does not permit the distribution of promotional material in the Library except for library co-sponsored events.
6. There will be no refunds for cancellations made less than 2 business days before the booking.
7. Booking fee payments must be made in cash or by cheque.
8. Library rental hours are: Monday, 10 am to 12:45 pm; Tuesday, Wednesday and Thursday, 10 am - 7:45 pm; Friday and Saturday, 10 am – 4:45 pm; Sunday, 1:00 pm – 4:45 pm. NOTE: The Library is closed on Sundays in July and August, reopening on the first Sunday after Labour Day.

### User Responsibilities:

1. The meeting room may be booked for meetings through application to the library.
2. The renter is responsible for ensuring that the room size is adequate. The library can provide 50 chairs and six tables.
3. It is necessary to completely fill out the attached form and pre-pay the rental at least two weeks prior to the planned event.
4. It is the responsibility of the renter to use rental equipment properly and responsibly and to arrange for technical support if the renter decides this is necessary. The fee for technical support is \$75.00 per hour (see Equipment Rental Agreement).
5. The completed booking form and cheque can be given to staff at the circulation desk, or mailed to the library. The completed booking form may also be faxed at 613-342-9598.
6. The application form must show the official name of the organization.
7. A representative of the group applying for the room must sign the form indicating that the BPL is not responsible for claims arising out of the use of the facility, including lost or stolen articles.
8. Any damages to the facility are the responsibility of the renter, and will be repaired by the BPL and charged back to the renter.
9. No smoking is allowed in the library building, including the meeting room.
10. The serving or consumption of alcoholic beverages and the serving of hot food are not allowed.
11. The clearance of the room under conditions of fire or other emergencies is the responsibility of the renter.
12. One person should be named on the application form as the primary contact. This person must be present during the whole of the meeting.
13. Prior to the meeting, the room shall be inspected by the user and a library representative to assess the "as rented" condition. Problems or damage will be noted on the application form, and initialed by both parties.
14. The Library offers certain equipment for a fee. Please see price list.
15. The users shall NOT attach flip chart papers or other items to the walls. "Write on-Cling on" reusable sheets may be purchased from the library and affixed to the walls. See price list under *Equipment fees*.
16. The users are responsible for room set-up, room cleanup and must review the room condition with a member of the library staff prior to leaving the library.
17. Publicity must specify the meeting place as the Brockville Public Library, and this publicity must be approved by the CEO prior to release to the public or media.

### Room Rental Fees:

#### For Non-Profit or Not-for-Profit groups:

- Minimum booking – 2 hours
- Rate = \$15.00/hour
- If more than 4 hours, maximum per day = \$60.00

#### For Profit Groups:

- Minimum booking – 2 hours
- Rate = \$30.00/hour
- If more than 3 hours, rate for each hour after 3 goes to \$15.00/hour