**HIGH PRAIRIE MUNICIPAL LIBRARY**

**BYLAW AND POLICY MANUAL**

**POLICY B-3**

**FACILITY USE IN THE LIBRARY**

**BACKGROUND**

The purpose of this policy is to facilitate the use of the High Prairie Municipal Library meeting room by members of the public, while ensuring that the room remains in good repair.

**POLICY**

The Library Board will provide meeting room bookings to any group which will meet certain guidelines set by the Board.

**GUIDELINES**

1. Use of the meeting room will not be given to any group without the permission of the Library Manager.
2. The meeting room is only available for use by the public during regular library open hours.
3. As per Library Bylaw 2 Schedule A, the fees for the use of the meeting room are due in full at the time of booking and are as follows:
4. Non-profits & not for-profit organizations and private individuals: Free
5. For-Profit organizations and private individuals charging for classes: $5.00/hr
6. The Library Board reserves the right to refuse rental requests at its discretion.
7. Renters are responsible for setting up the room for their event and returning the room to its original condition once their activity is complete.
8. Renters will not permit any actions which may be deemed a nuisance, annoyance, or contrary to any federal, provincial or municipal law or regulation. Renters will obey all library policies.
9. Renters are responsible for the conduct of participants at all times during their rental period and will be held totally responsible for the cost of repairing or replacing lost or damaged equipment, supplies or furnishings.

Alcohol may be consumed on the library premises at specific, library based functions. The Library Manager will be required to obtain a liquor license for such an event.

 CHAIR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF APPROVAL: \_\_\_\_May 2014\_\_\_\_\_\_\_\_\_\_\_\_

 REVIEW DATE: \_\_\_\_Jan 2019\_\_\_\_\_\_\_\_\_\_\_\_\_\_