



Library Terms and Conditions of Room Use

General Guidelines

- 1) The Boardroom is available for (by priority):
 - a. Library use
 - b. Library partner use
 - c. Not-for-Profit / For-Profit
 - d. Drop-in Use
 - i. Drop-in usage is available on a first-come, first-served basis. A weekly schedule is posted outside the door with confirmed bookings, though it is subject to change
- 2) The Library reserves the right to determine whether room use is in accordance with Library Bylaws and Guidelines.
- 3) The Library reserves the right to review recurring use by any group to ensure appropriate accessibility.
- 4) All bookings must abide by the Library Code of Conduct.
- 5) The room must be left unlocked and accessible to Library staff at all times.
- 6) The Library accepts no responsibility or liability for equipment brought to or left on the premises.
- 7) Any use disrupting normal operations of the Library is not permitted.

Capacity:

Auditorium Style: 15 people

Classroom Style: 12 people

Setup and Supplies

- 1) The Library will not provide staff or support for setup or takedown.
- 2) The Library will supply tables and chairs. Staff will not be made available to move the furniture and/or equipment.
- 3) The renter is not permitted to construct, erect, or attach any fixture to the floor, ceiling, or walls of the premises or alter the premises in any way.
- 4) No storage of material is provided.

Room Booking Requests

- 1) Requested time must include setup/prep and take-down time.
- 2) Maximum booking of 3 hrs per day.
- 3) Sessions in the evening must end and room tidied no later than 7:30pm.

- a. Failure to leave on time may lead to a loss of room booking privileges.
- 4) All room booking requests must submit a room booking form.
 - a. Completion of the form does not constitute an approved booking.
- 5) Renters may not advertise that the event is sponsored or supported by the Library unless given advanced written permission from the Library Director or designate.
- 6) The Library is unable to promote private events and programs on the premises.
- 7) The Spray Lake Boardroom may be available for bookings during the following times:
 - Monday 10am – 7:30pm
 - Tuesday 10am – 7:30pm
 - Wednesday 10am – 7:30pm
 - Thursday 10am-7:30pm
 - Friday 10am – 5:30pm
 - Saturday 10am – 5:30pm
 - Sunday 12noon-4:30pm

Cancellations and Changes

- 1) The Library must be informed of cancellations a minimum of 3 business days before the date of the room booking.
- 2) Frequent cancellations or date/time changes may lead to a loss of room booking privileges.
- 3) The Library reserves the right to cancel a booking with reasonable notice.

Payment

- 1) All for-profit bookings are \$30 per hour.
- 2) If the renter is charging or accepting donations for attendance, the Library will consider that event for-profit and will charge accordingly.
- 3) Each session is individually billed.
 - a. Invoices are available upon request.