
TOWN OF COCHRANE LIBRARY BOARD SAFETY AND USE BYLAWS SCHEDULES

SCHEDULE A- USE OF LIBRARY MEETING ROOMS

Library sponsored programs and meetings will have unlimited advance booking privileges for any Library facility program and meeting rooms.

The Spray Lake Boardroom is available to community individuals and groups for programs or meetings when not otherwise being used by the Library.

Rental fees are determined by the Library Director as approved by the Board. Fees may be waived at the discretion of the Library Director if the user groups are in partnership with the Library or a not-for-profit organization. Current fees are:

Spray Lake Boardroom	\$30.00 per hour
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The Spray Lake Boardroom is wheelchair accessible with WIFI. Laptops, projector, and a flat screen TV are also available at no extra charge. Setup support is not available during room bookings.

The Boardroom shall be left in a clean and orderly condition. Any damage to the Library facility and/or equipment is the financial responsibility of the booking contact.

Individuals or groups using the rooms may not disrupt the use of the Library by other Patrons. Patrons attending programs or meetings are subject to all Library rules and regulations, including the Library Code of Conduct.

The Library is not responsible for articles or equipment left in the meeting room after a program or meeting.

Granting of permission to use the Library facility does not constitute an endorsement by the Cochrane Public Library or the Board, of the individual or group and their/its beliefs.

A contract must be filled out for the use of a Library meeting room. This contract must be signed by the individual or a designate of the group.

The booking group/individual may not advertise that the event is sponsored or supported by the Library without advance written permission from the Library Director.

The Library reserves the right to cancel a booking with reasonable notice.

In addition, the Library may deny or cancel a booking, or may terminate any event, in the following circumstances:

- the booking group/individual has previously damaged or misused the premises or Library property
- the booking group/individual has contravened the *Library Terms and Conditions of Room Use* procedure in the past and the Library reasonably believes this will occur again

- the booking group/individual has made a material misrepresentation regarding the booking, the proposed use, or any participants, or attendees.

Event attendance cannot exceed the capacity limit of the room.