



470 SOUTH FLETCHER, BOX 109, GIBSONS, B.C. CANADA. V0N 1V0  
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To: \_\_\_\_\_

## POLICY STATEMENT

### **Use of Mainil Room**

*RATIONALE* : The Gibsons and District Public Library welcomes the use of the Mainil Room by community groups for the benefit of residents. The Mainil Room is also used for activities and programs conducted and/or sponsored by the Library with precedence for the space given to these events. The use of the Mainil Room by non-profit and for profit community groups and organizations is encouraged and supported.

*POLICY*: The Board believes that the Library building should be accessible and available in a consistent and fair fashion to the residents of Gibsons and District.

### *PROCEDURES*:

### ***Restrictions to use:***

1. All activities, programs or meetings conducted in the Library are subject to the general rules and regulations of the GDPL. Further, all renters agree not to contravene the *Criminal Code of Canada* and all other applicable laws and statutes during the course of their rental.
2. Permission to use the Meeting Room will be denied to any organization and/or for any meeting when its purpose is illegal, conduct may interfere with the proper functioning of the Library, or the activity does not have the sponsorship or presence of a legally responsible adult aged 18 years or older.
3. The Library is not responsible for damage, theft, or loss of articles or property belonging to persons renting the room and/or to program attendees
4. The Library reserves the right to refuse an application (or cancel a rental) if, in the opinion of the Library, such a rental is in violation of our Meeting Room Rental Policy. If the Library cancels a rental, the renter will receive a refund of all monies paid.
5. Movies shown at GDPL must have the appropriate public performance rights for screening. Obtaining the license and all applicable fees are the responsibility of the renter. Proof of public performance rights shall be provided to GDPL prior to the event date.

## 1. Application process

- a. A completed application form must be submitted, by the individual responsible for the meeting, two weeks prior to the meeting date requested.
- b. The applicant is responsible for any damage or loss incurred by the group or organization during their use of the facility.
- c. No booking will be confirmed until the rental fee is paid.

## 2. Rental Charges

Rental charges for use of the meeting room are set by the Library Board, and are payable, in advance, at the time of booking. These charges are as follows:

	Non-Profit Community Groups	Profit Community Groups	Profit Outside Organisations
3 hours	\$22.00	\$45.00	\$50
Each additional hour	\$10.00	\$15.00	\$15.00
Projector use per day:	\$15.00	\$15.00	\$15.00

## 3. Cancellation Process

- a. Fifty percent of the fee is refundable if a cancellation is received two weeks prior to the scheduled date.
- b. Long term bookings which are cancelled will be refunded in full, with thirty (30) days notice.
- c. If the applicant fails to notify the Library of a cancellation two weeks prior to the scheduled meeting all fees will be forfeited.
- d. Should the Library staff need to cancel a pre-booked meeting by a group or organization every effort will be made to notify the applicant, at least two weeks in advance and all fees will be refunded.

## 4. Capacity of Room

- a. The capacity of the Mainil Room, as specified by the Fire Marshall, is thirty-nine (39) persons.
- b. Should this capacity be exceeded, the meeting will be adjourned and the applicant will forfeit all fees.

## 5. Hours of operation

- a. The Mainil Room may be booked for use during regular open hours of the Library.
- b. All meetings must be concluded fifteen (15) minutes prior to the closing of the Library.

c Access to the meeting room for set up purposes is limited to fifteen minutes prior to the rental starting. If extra set up time is required, additional costs will apply. Early entry is available fifteen minutes prior to the Library opening times, but limited to the Main Library, for presenters only who wish to set up prior to the arrival of their participants **and must be arranged ahead of time**. All other attendees will be admitted when the Library opens to the general public

## 6. Advertising a meeting

- a. The use of the Mainil must not be publicized in any manner as to imply Library sponsorship. Publicity content should in no way imply that the GDPL advocates or sponsors the event. The Library's logo is not to be used without the express written consent of the Library.
- b. The Library phone number is not to be used on any advertising for the event.

## 7. Condition of use

- a. Groups and organizations using the Mainil Room shall be responsible for:
  - i) set up, clean up and returning the room to the state in which it was found,
  - ii) orderly conduct of all present. Minors must have adult supervision,
  - iii) distributing information or promotional materials in the Mainil Room and during the contracted hours only,
  - iv) costs of repairing any damage to the facility, replacing any lost item, and excessive clean-up,
  - v) removing all equipment, garbage, and personal belongings,
  - vi) confining any food or beverages to the room,
  - vii) not attaching items to any surface other than bulletin boards,
  - viii) keeping noise to a level so as not to disturb users of the Library.
  - ix) Renters agree to leave the room in a clean condition and to vacate the Library at the time specified on their rental contract. Renters are free to arrange catering or supply their group with food and non-alcoholic beverages. It is the renter's responsibility to remove all catering supplies and food from the room at the specified end time. Extra costs will be incurred for groups or catering which remain beyond the specified end time or delay closing of the Library.
- b. Groups and organizations using the Mainil Room are not permitted to:
  - i) bring or consume alcoholic beverages in the Library.
  - ii) smoke in the Library.

APPLICATION FOR USE OF LIBRARY MAINIL ROOM

Date of application \_\_\_\_\_

Date Room Requested: \_\_\_\_\_

Beginning Time of Use: \_\_\_\_\_ Ending Time of Use: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Description of Meeting Room Use:  
\_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Is there a fee for attendance? Yes \_\_\_ No

Will refreshments be served? Yes \_\_\_ No \_\_\_

Please detail:  
\_\_\_\_\_

*I hereby affirm that I have read and will abide by the rules outlined in the Gibsons and District Public Library meeting room policy.*

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

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OFFICE USE ONLY

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

Payment Amount: \$\_\_\_\_\_ By: Cheque \_\_\_ Cash \_\_\_ Interac \_\_\_

Date Approved: \_\_\_\_\_ Date Rejected: \_\_\_\_\_

Comments:  
\_\_\_\_\_