
Medicine Hat Public Library
Category: Library
Library Services

Policy No. LS.7
Title: Rental of Facilities Policy
Date Approved: 2006 06 14

Purpose:

The Medicine Hat Public Library views its facility resource as a valuable community asset.

Meeting rooms are provided for library and library-related programs and meetings. After these needs are met, the meeting room facilities are available to groups and organizations in accordance with this policy as established by the Library Board.

Rooms and the Library theatre are rented for a fee that reflects reasonable market value.

Use of the meeting rooms by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs.

Groups using the facilities may not limit attendance on the basis of race, colour, religion, sex, age, sexual orientation, mental or physical disability as defined by the Constitution Act, Canadian Charter of Rights and Freedom, 1982. The Library reserves the right to attend any meeting held in its facilities.

1. Bookings:

- 1.1 All bookings must be made through the designated library staff member.
- 1.2 All renters booking the theatre and/or meeting rooms must complete a facility rental agreement prior to first time use. Signers of the rental agreement must be eighteen years old or older.
- 1.3 Bookings requiring staff assistance for set up of the room or instruction on use of library equipment must be made in advance. It is the renter's responsibility to arrange an appointment well in advance if they require instruction in the use of library equipment.
- 1.4 Facilities will not be rented on statutory holidays or days when the Library is closed unless specifically approved by the Chief Librarian.
- 1.5 An additional charge will be levied to renters booking library facilities for time periods occurring fully or partially outside of hours when the library is staffed. To provide the required staff supervision, a minimum of three hours of a library employee's hourly salary will be charged.
- 1.6 Renters booking the theatre for the purpose of a theatre production or event will be charged the flat daily rate for all days the theatre is unavailable to other groups due to rehearsals, in addition to the rental fees for the actual production or event times.

1.7 All bookings where alcohol will be served must have the prior approval of the Chief Librarian.

1.7.1 Renters wanting to serve alcohol must purchase a Liquor Permit and provide the Library with proof of liability coverage. This coverage can be through Host Liquor Liability coverage or the purchase of a special events policy through the Library's insurance.

1.8 The Board may enter into a separate rental agreement at the Board's discretion.

2. Exemptions:

2.1 City of Medicine Hat departments will not be charged rental for meeting rooms or the theatre. However, there will be a charge for all additional costs including after-hours supervision and coffee.

2.2 There will be no charge for meetings and functions organized by the Society of Friends of the Medicine Hat Public Library.

3. Renter Responsibility:

3.1 Pre-payment is preferred. Rental fees will be due within 30 days of the rental date. The Library will not accept new bookings and will cancel existing room bookings for groups that have amounts outstanding of 45 days or more. *Overdue accounts may be sent to the library's collection agency.*

3.2 The renter shall be financially responsible to the Board for all loss or damage to the theatre, meeting rooms, equipment, or facilities occasioned by any person or persons admitted to the premises by, or acting on behalf of, the renter.

3.1.1 No building or construction of any kind is allowed in the theatre and meeting rooms.

3.1.2 All young adults and children participating in events or productions must be supervised by the renter.

3.3 Renters are responsible for ensuring that all external publicity includes the following disclaimer: *Rental of library meeting rooms does not imply Medicine Hat Library Board endorsement of the aims and objectives of the renter.*

4. Board Responsibility:

4.1 The Medicine Hat Library Board does not undertake any promotion of events by renters using library facilities.

4.2 The Board will not knowingly permit any individual or groups to use its facilities in contravention of the Criminal Code of Canada, Canadian Charter of Rights and

Freedoms, or if the Board has reason to fear a disturbance of the public peace.

- 4.3 The Library Board assumes no responsibility for the safety, loss or damage of items held on Library premises for the renter.
 - 4.4 The theatre and meeting rooms shall be under the supervision of a Library employee to the extent that the Library employee may request adherence to the rental policy and Library Bylaw 8.0 *Admittance to/Conduct in the Building*.
 - 4.5 The employee shall have the authorization to request that the renter vacate the premises due to inappropriate conduct or overstaying of time.
5. Access:
- 5.1 Renters using library facilities cannot have access before library opening without prior approval by the Chief Librarian.
 - 5.2 The theatre and meeting rooms must be vacated by 11:00 pm.
 - 5.3 Renters using library facilities during regular library hours are encouraged to ask their members not to park in the library parking lot unless the members are physically disabled.
6. Cancellations:
- 6.1 Cancellations must be made through the designated library staff member at least one week in advance of the booking date. The Library reserves the right to apply full charges to renters who provide less notice.
7. Failure to Comply:
- 7.1 Failure to comply with the Rental of Facilities policy or Library Bylaw 8.0 shall disqualify the renter from further use of the theatre and meeting rooms.
 - 7.2 The decision of the Chief Librarian shall be final in all matters pertaining to the interpretation of this policy.

SCHEDULE D – Meeting Room and Equipment Rental Fees **Effective September 1, 2006**

Meeting Rooms (Charges)

Legion Room \$12.00/hour

Honor Currie Room \$15.00/hour

Theatre \$30.00/hour

\$60.00/day for days when the theatre is unavailable due to rehearsals, scenery, set-up, storage or production. This fee in addition to the hourly rate.

An additional fee will be charged to groups or organizations booking library facilities for time periods occurring fully or partially outside of hours when the library is staffed. To provide for required staff supervision, a minimum fee of three hours of a library employee's hourly wage will be charged.

Additional fees will be charged for the following:

Coffee \$ 5.00/pot
 \$15.00 (52 cup perk)
 \$30.00 (100 cup perk)
 (Includes cups, napkins, cream, sugar)

VCR/DVD player (in-house use only) \$10.00/day

Screen \$ 5.00/day

AV Equipment (overhead, slide projector) \$20.00/day

Theatre's LCD projection unit (in-house use only) \$15.00/hour

Goods and Services Tax @ current rate

**Medicine Hat Public Library
Facility Rental Agreement**

Name of Renter _____

Address _____

Phone _____ Contact Person _____

Date(s) of Rental _____

Time(s) _____

Date	Facility/Equipment	Cost per Hour	Number of Hours	Total

(GST Registration #R119036879)

I agree to follow all conditions as outlined in the attached Rental of Facilities Policy and Schedule D: Meeting Room and Equipment Rental Fees.

(Signature)

(Date)

(Name in Print)

(Phone number)