

Policy	Lake of Bays Township Public Library Board		
Date Approved:		Number:	Page 1 of 3
Title: Meeting Room Rental		Date reviewed:	

Lake of Bays Public Library – Policies and Procedures Manual

Topic: **Services – Programming** **Library Meeting Rooms**

Date of Current Issue:

Date of Next Review:

Attachments:

1. Meeting Room Booking Form
2. Responsibilities for Users of

Meeting Room

Signature of Board (Chairperson (and Date):

POLICY

Multi- Purpose Rooms (reading / meeting) for the Lake of Bays Public Library will be provided for public use.

PROCEDURES

1. Any individual or group wishing to use the Library Multi-Purpose Rooms must complete an application form (Attachment 1) and submit it to the Librarian.
2. All applications for use of Multi-Purpose Rooms must be reviewed and approved by the Librarian.
3. All applicants must sign a form agreeing to enforce the rules and regulations while using the Library facilities (Attachment 2).
4. The fee for use of the Library multi-purpose rooms will be \$25.00 per use and discretionary free use may be revised by the Librarian on a case-by-case basis.

Policy	Lake of Bays Township Public Library Board		
Date Approved:		Number:	Page 2 of 3
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Lake of Bays Public Library – Policies and Procedures Manual
Attachment 1. Multi-purpose Rooms and Booking Form
Lake of Bays Township Public Library
Application for Use of Library Multi-purpose Rooms
Location: Baysville or Dwight

Date Room Required:

Time Period Room Required:

Name of Group:

Name and Phone # for Contact Person:

Fee (\$25.00 per use) to be paid by:

Refreshments will be served (Yes or No):

Number of Persons Attending Multi-Purpose Room Event:
Please note that the capacity of the room is for persons.

The undersigned, on behalf of the Multi-Purpose Room Users, agrees to the attached 'Responsibilities for Users of Multi-Purpose Room'.

Name of Applicant:

Signature of Applicant:

Date:

Approved by:

Date:

Policy	Lake of Bays Township Public Library Board		
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Title: Meeting Room Rental		Date reviewed:	

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Attachment 2. Responsibilities for Users of Library Multi-Purpose Rooms

Responsibilities for Users of Library Multi-Purpose Rooms

- No smoking is permitted in the Multi-Purpose Rooms according to the Township By-Laws.
- Activities must be confined to the Multi- Purpose Rooms.
- If refreshments are served, the applicant is responsible for cleaning the Multi-Purpose Room.
- Use of the Multi-Purpose Room must not disrupt use of the Library by others.
- Granting of permission to use the Multi-Purpose Rooms does not constitute an endorsement by the Library of users or their beliefs.
- All arrangements for chairs, tables and any other equipment must be organized and limit to furniture in Reading Room agreed in advance.
- If meetings terminate after library hours, the applicant must ensure that lights are turned off and doors are locked.
- The applicant is responsible for supervising attendees.
- The applicant is liable for damages to facility and/or equipment.
- A penalty will be applied for cancelling a booking without notice.
- The Library Staff and Board are not liable for personal injury or damage, loss or theft of personal items, etc.
- The Library has the right to cancel a booking upon breach of conditions.