



FACILITY USE POLICY

Bibliothèque Allard Regional Library welcomes the public use of its facilities in keeping with the Library's mission to "promote the development of informed citizens through intellectual growth and recreational reading and activities."

It is the policy of Bibliothèque Allard Regional Library's Board of Directors and in accordance with the Library's service goals, to allow organizations and groups to use Library meeting rooms when those facilities are not needed for administrative use, activities or programs sponsored in whole or in part by the Library, and when such use does not disrupt the Library's programs and activities. Such permission is revocable and does not constitute a lease. The library reserves the right to deny applications for use based on the availability of space, availability of staff and frequency of use. Permission to use the Library facilities does not imply Library endorsement of the aims, policies or activities of any group or organization.

The Library has priority for use of all its facilities and reserves the right to pre-empt any scheduled meetings.

The Library reserves the right to attend any meeting held in its facilities to ensure no unlawful activities are occurring on Library premises.

No special privileges are extended to organizations to which staff members belong.

This policy reserves to the Head Librarian the authority to review and modify permission to use Library facilities. The Library Board delegates to the Head Librarian or his/her designee, the authority to develop and implement procedures and practices which carry out the provisions of this policy.

General Policies Guiding the Use of Library Facilities

It is the utmost importance that groups and individuals who use the meeting rooms understand and acknowledge that they are the guests of the Library, that they are able to use the facilities at the discretion of the Head Librarian, and that their use of the facilities reflects that understanding. The fact that a group or organization is granted permission to meet in the Library in no way constitutes endorsement by the policies or beliefs of that group or organization.

1. Staff may enter and remain in a meeting room at any time in performance of duties.
2. Activities for minors must be supervised by responsible adults.
3. Smoking is prohibited in public facilities.
4. Groups agree to restore area to original clean condition and agree to pay for any and all damages to library property while property is being used by applicant.
5. Groups are required to vacate their reserved facilities on or before the time specified on the permit.

Scheduling

1. The reservation year is from January to December.
2. An annual reservation may be made for a regularly scheduled activity. If discontinuation of an annual reservation is desired, it must be received in writing from the organization that holds said reservation.

3. Notice of cancellation must be given three (3) months in advance for a Saturday or Sunday booking, or at least ten (10) days in advance for all other bookings. Failure to do so may result in loss of meeting room privileges and/or forfeiture of fee.
4. Renewal of a reservation will be contingent upon care of property and equipment, and strict observance of all rules and regulations the use of said property and equipment.

Revocation and Refusal of authorization For Use

There may be times when the use of Library facilities for meeting room purposes is in conflict with the more basic role of the library and/or the activities of the meeting room users negatively impact normal library operations. In such rare instance of conflict, the privilege of using library facilities and meeting rooms will be revoked for the remainder of a reservation year.

Fees and Classification Determinations

As part of its fiduciary responsibilities, the Library Board of Directors reviews and approves all fines and fees charged by the Library, including facility rental fees and staff service fees. Fees for use of Library meeting rooms and facilities are set forth as such:

Half Day Rental (4 hours or less)	-	\$25.00
Full Day Rental (8 hours or less)	-	\$50.00
Projector Rental (on site only)	-	\$10.00
Staff Time	-	\$20.00/hr.

The Library reserves the right to collect payment for costs incurred in the use of any of its meeting rooms or rented spaces, and to collect for any damages users cause to the facilities based on the Library's Rules and Regulations.

The Library may adjust the fees for non-profit groups based on the type of usage it plans or if the library receives an additional benefit to it or its' patrons based on that usage.

Classification Descriptions

At the Library, the Library charges rental fees according to the classification of usage defined below. Within these classifications, reservations are filled on a first-come, first-served basis.

- **Class "A" Use:** - Class "A": rates apply to non-profit groups and government agencies for non-commercial use (ie. No admission fee, vendor fee and/or donation is requested or received). Events may or may not be open to the public and may occur during or outside of regular Library operating hours
- **Class "B" Use:** - Class "B" rates apply to non-profit groups whose events or meetings involve admission fees, vendor fees, donations or a commercial use. Events may or may not be open to the public and may occur during or outside of regular Library operating hours.
- **Class "C" Use:** - Class "C" rates apply to businesses, private individuals or private groups. Admission or vendor fees may be collected and donations may be received during the events. Events may be held during or outside of regular Library operating hours. Examples of class "C" use include private parties, receptions, seminars or workshops.

Food and Alcoholic Beverages

Food and alcoholic beverages may be served in the Library. Depending on the scope of the event, liability insurance will be required. Applicants are required to furnish at their sole cost and expense, a public liability insurance policy or certificate evidencing liability coverage in the amount of \$2,000,000 for bodily injury and property damage combined single limit, and any additional required permits such as a liquor license and liquor liability insurance. The Library reserves the right to require additional insurance for certain special events.

DATE AMENDED: May 25, 2020