

# Madawaska Valley Public Library Policy Manual

Policy Type: Operational

Policy Number: OP-10

Policy Title: Facility Usage

Initial Approval Date: October 2012

Last Review/Revision Date: 2019

Review Date: 2020

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## Objective

To establish guidelines for use of meeting space at the Madawaska Valley Public Library (the Library) by various community organizations, agencies, groups and individuals.

## Scope

Use of meeting space will bring together the resources of the Library and the activities of the community for educational, cultural, civic, social and charitable purposes. The Library provides a forum for the expression of diverse ideas and opinions. However, the use of meeting space shall not be interpreted to constitute endorsement by the Township of Madawaska Valley Public Library Board (the Board) of the policies and beliefs of any organization, agency, group or individual.

1. The Board:
  - a) Will not knowingly permit any individual or group to use its facilities in contravention of the *Criminal Code of Canada*. Federal, provincial and municipal legislation and regulations must be observed at all times.
  - b) Reserves the right to accept or refuse a reservation, or to cancel any booking at its discretion
  - c) Will set and review rental fees.

## Rental Fees:

Non-Profit: A non-profit organization is an association, club, or society that is operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit. Groups may or may not be a registered charity with a charitable registration number. *Non-profit groups are permitted to use the Library at a discounted rate. Fees may be waived at the discretion of the CEO if the group meets during daytime program hours or contributes programming or services to the Library.*

For-Profit: For the purposes of this policy, all individuals, groups or organizations that operate to earn a profit are considered to be commercial groups. Commercial groups may use Library meeting space for a business meeting, but they are not permitted to charge an admission fee, take a collection, solicit funds, or make any direct sales. The only exceptions are authors or other performers who wish to sell books or music during a Library sponsored event.

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## Fee Schedule 2019

	Day Time Hours*	After Hours**
Not-For Profit Rate	\$10 / hr	\$75 flat fee (max 3 hours)
For-Profit Rate	\$20 / hr	\$75 flat fee (max 3 hours)

\*Day Time Hours: 10:00 – 12:00 noon

\*\*After Hours: 6:00 – 9:00 pm

*The fee schedule will be reviewed annually.*

2. The Chief Executive Officer (CEO) authorizes the use of the meeting space.
3. Staff will maintain the schedule and make every effort to notify scheduled users of the unavailability of the meeting space in case of emergencies.
4. The following guidelines will be adhered to when booking meeting space:
  - a) Library programs and services, meetings, and events have first priority for scheduling, after which other applications are considered on a first-come, first-served basis.
  - b) Any municipal resident, group or business, may request to schedule meeting space.
  - c) Meetings which disturb regular Library functions may not be scheduled; scheduling of such meetings is at the discretion of the CEO.
  - d) *A “Request for Facility Usage” form must be completed, and payment of the rental fee, if applicable, made to secure the booking. Information about the intended use of the space, including the names and affiliations of any speakers must be provided on the form.*
  - e) The rental fee, if applicable, will be refunded if the booking is cancelled by the individual, group or business.
  - f) Cancellation by an individual, group or business of a scheduled booking would be appreciated as soon as possible to allow others the opportunity to schedule.
    - 1) Cancellation of a confirmed booking must be made 24 hours in advance in order to qualify for a refund of the booking fee.
    - 2) One-half of the fees will be charged if the cancellation is made less than 24 hours in advance.
    - 3) The full amount will be charged if no notice of cancellation is given.

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- 4) No charge will be made if an emergency such as a snowstorm or loss of electrical power occurs which requires the facility to be closed and meeting cancelled.
5. Facility use will be guided by the following:
  - a) Use of the space shall be subject to the supervision of Board employees.
  - b) Damages to the meeting space, furnishings and equipment will be paid by the applicant.
  - c) Set up of the meeting space is not provided. Users of the meeting space are responsible for set up and take down of furniture, equipment, etc. used during their meeting.
  - d) Chairs, tables, coffee urn, flip chart, wifi, and access to public washrooms are provided.
  - e) Computer usage can be provided with prior permission from the CEO.
  - f) Printing and photocopying are available at the library rate; a fee schedule is available at the front desk.
  - g) Use of materials or decorations on the walls requires prior approval from the CEO.
  - h) Kitchen facilities are not available. Food and drink are the responsibility of the renter to bring in. Waste, such as empty food and beverage containers, are the responsibility of the renter to remove from the space.
  - i) Non-alcoholic refreshments may be served in the meeting space.
  - j) The maximum occupancy of the meeting space will be adhered to.
  - k) All users will agree to hold the Library harmless for any loss, damage, liability, cost, and/or expenses that may arise during, or to be caused in any way by such use of the Library facility.
6. The Library building and property are designated as smoke-free areas. Anyone wishing to smoke, including e-cigarettes and cannabis, must leave the Library and go at least nine metres away from any door or window.