

Stirling-Rawdon Public Library



Policy Type:	Operational	Policy Number:	OP294/10D
Policy Title:	Meeting Room/Library Facility Use	Initial Policy Approval Date:	2011
		Last Review/Revision Date:	Dec 2020
		Year of Next Review:	2024

It is the policy of the Stirling-Rawdon Public Library to permit the use of the meeting room/and or areas of the Library for use by community groups, by either non-profit or for-profit groups.

Any non-profit group may use the facility without charge. A for-profit group will be charged a minimal fee as set out by the CEO/Library Board.

The Library will not knowingly permit any individual or group to use its facility in contravention of the Criminal Code of Canada. Provincial and municipal legislation and regulations must be observed at all times.

The CEO reserves the right to accept or refuse a reservation or to cancel a booking at their discretion.

The CEO authorizes the use of the facility.

Staff maintain the schedule of the meeting room/facility and will make every effort to notify the scheduled users of the unavailability of the meeting room in case of emergencies.

Library programs, services and events have first priority for scheduling, after which applications for bookings are considered on a first-come, first-served basis.

Any group using the meeting room/facility will be subject to the following conditions:

1. The Library is a smoke-free facility. No smoking is permitted within the Library. No candles or other items that may constitute a fire hazard will be permitted.
2. An application form must be completed by the group using the facility prior to the use of the room.
3. The facility must be left in the condition as found prior to the rental or use of. If the room/facility is damaged by the group, the person responsible for the group will be responsible for payment of any repairs of damages done.

Displays and Bulletin Boards:

One role of the Library is to serve as an access point for current information on community organizations, issues, services, as well as activities.

Notices and posters are permitted to be displayed on the community bulletin board as space is available. Staff are to be notified before the posting of these items.

The Board and Library do not necessarily endorse or support the aims and objectives of the groups that may use the Library, or items that are posted on the bulletin board. Except for sales or fundraising events which are co-sponsored by the Library, or are in accordance with Programming Policy #OP0927K item 4 part (e), no sales are permitted within the Library. No soliciting is permitted within the Library.