

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:	Mar 2024
		Year of Next Review:	2028

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

The use of the facility is authorized by the CEO who reserves the right to accept or refuse a reservation and to cancel a booking at their discretion. Staff will maintain the schedule of the meeting room/facility and in the case of an emergency will make every effort to notify the scheduled users of the unavailability of the meeting room.

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

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.

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

1. An application form must be completed by the group using the facility prior to the use of the room.
2. The Library is a smoke-free facility. No smoking is permitted within the Library. No items that may constitute a fire hazard will be permitted.
3. The area must be left in the condition found prior to the use of the facility. 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.