



Subject: Facilities Use Policy – Elgin County Library
Elgin County Library Policy Manual
Date Approved: February 15, 2011
Date Last Revision: June 8, 2021

FACILITIES USE POLICY

Purpose:

To establish guidelines, terms, conditions and fees for the use of meeting rooms and facilities within the branches of Elgin County Library.

General:

Meeting rooms and facilities within the branches of Elgin County Library may be made available to bring together the resources of the Library and the activities of the community for educational, cultural, recreational and charitable purposes. The following Terms and Conditions shall apply:

- 1. Endorsement:** Reservations and use of the Library facility and/or meeting rooms shall not constitute in any way an endorsement of beliefs, opinions, or activities of the Renter, by Library staff or Elgin County Council.
- 2. Right of Refusal:**
 - a. The Library reserves the right to refuse or cancel a Renter's use of the facility and/or meeting rooms at the Library's discretion and without liability to, or against, the Library without notice up to the date and time of the event.
 - b. The Library will not knowingly permit an individual or group to use its facilities in contravention of the Criminal Code of Canada and/or County policies.
 - c. The Renter's aims and/or actions shall not contravene any federal, provincial, or municipal legislation and regulations.
- 3. Authorization:** the use of Library facilities/meeting rooms shall be at the discretion of the Library Branch Supervisor in consultation with the Director of Community and Cultural Services.
- 4. Facility/Meeting Room Bookings:**
 - a. The attached application form must be completed and approved before the activity can take place. Information about the intended use of the room, including the names and affiliations of any speakers, must be provided.
 - b. Usage shall only be permitted during regular branch hours. Exceptions shall require the permission of the Municipality and/or the building owner, and the Director of Community and Cultural Services.
 - c. Priority is given to Library programs, services, meetings or events. The Branch Supervisor reserves the right to refuse or cancel any bookings that conflict with these programs, services, meetings or events or are deemed to be inappropriate. Applications are considered on a first-come, first-served basis.
 - d. Rental fees (if applicable) are required at the time of application to secure the booking. The rental fee will be returned if the booking is cancelled 24 hours prior to the event.

5. Facility/Meeting Room Conditions of Use:

- a. The applicant(s) are responsible for any damages incurred to Library property or equipment as a result of usage. The applicant agrees to indemnify the County of Elgin for damages resulting from such usage.
- b. All arrangements for chairs, tables, equipment and use of kitchen facilities shall be made in advance with the Library Branch Supervisor. All set-up and clean-up shall be provided by the applicant. The Library may charge a clean-up fee if rooms are not left in an appropriate condition.
- c. Non-alcoholic refreshments and food may be served in meeting rooms.
- d. Maximum occupancy limits will be obeyed.
- e. Elgin County Library and The County of Elgin will not be held responsible for personal injury or damage, nor the theft or loss of personal items/equipment of the applicant or anyone attending on the invitation of the applicant.

6. Advertising and Signage:

- a. Elgin County Library will not prepare any advertising, in any forms, for renters.
- b. The Library may post, on its website and bulletin boards, limited information about the event provided by the Renter, subject to the availability of space.
- c. All advertising must specify the sponsor and any speakers of the program/event.

7. Facility/Meeting Room Rates:

- a. Non-profit groups shall not be charged a fee. Individuals and for-profit groups will be charged a rental fee as established in the County of Elgin's Fees and Charges By-Law pending notice and approval of the Branch Supervisor and/or the Director of Community and Cultural Services.



ELGIN COUNTY LIBRARY – FACILITIES USE BOOKING FORM

Organization: _____

Person in Charge: _____

Address: _____

Telephone: _____ (Home) _____ (Business)

E-mail: _____

Branch Facility Requested: _____

Type of Use: _____

Affiliated Speakers: _____

Anticipated Attendance: _____

Date Required: _____ Time: _____

Equipment Use: _____ Tables _____ Chairs _____ Kitchen

The Applicant has read and agrees to abide by the “Elgin County Library Facilities Use Policy”.

Applicant's Signature: _____

Date: _____ Approved By: _____

Rental Fee: _____ Fee Paid: _____

Signed copies of the application form must be returned with the rental fee before the booking will be confirmed.

Cancellation: 24 hours notice is required for a full-refund. Exemptions may be granted in the event of inclement weather.

Room Rental Fee: For-profit groups and individuals \$25.00 per event.

Elgin County Library Approval: _____
Supervisor Date