Use of Library Meeting Space Policy

1 Port McNicoll Meeting Room

1.1. It is the policy of the Tay Township Public Library Board to make its meeting room at the Port McNicoll Branch available to the community for educational, cultural, recreational, philanthropic or civic improvement purposes.

2 Victoria Harbour and Waubaushene Branches

2.1. It is the policy of the Tay Township Public Library Board to make space at both Victoria Harbour and Waubaushene Branches available to community groups.

3 Fees

3.1. A fee set annually by the Tay Township Public Library Board will be charged to all groups with the exception of:

3.1.1. Non-profit organisations
3.1.2. Library volunteer groups
3.1.3. Library and library-sponsored programmes
3.1.4. Township programmes or meetings

4 Availability

4.1. Meeting space is available during normal library hours.

4.2. At the discretion of the Head Librarian, meeting space may be made available to groups outside of normal library hours. A key and an alarm code will be issued.

5 Bookings

5.1. The meeting space may be booked for meetings through application to the Library.

5.2. The Library gives priority to library sponsored programmes.

5.3. The meeting space may be booked at the circulation desk of the respective branch by completing an "Application for Use of Meeting Space" form.

5.4. Applicants must sign the application agreeing to the regulations and conditions.

5.5. Completed application forms must be received at least two weeks prior to the date requested.

5.6. Payment for the full amount must be submitted with the application.

5.7. Bookings may be cancelled up to 48 hours prior to the booking. Failure to adhere to the cancellation date will result in loss of payment.

6 Responsibility

6.1. The applicant is responsible for any damages incurred and will be required to indemnify the Tay Township Public Library Board against any and all claims of every nature and kind, the costs of which may arise out of or by reason of granting application.

6.2. One person should be named on the application form as the primary contact. This person must be present during the whole of the meeting. This person will also liaise with the Librarian on behalf of the group/organisation.

7 Set-up

7.1. All arrangements for chairs and tables shall be made in advance. **All set-up and clean-up labour shall be provided by the applicant**.

8 Conditions

8.1. No smoking is allowed in the building, including the meeting room.

8.2. The serving or consumption of alcoholic beverages is not allowed.

8.3. Programmes may not disrupt the use of the library by others. Persons attending the meetings are subject to all library rules and regulations.

8.4. The fact a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs.

8.5. The Library Board reserves the right to refuse use of the meeting room to any or all at the discretion of the Head Librarian.