

Public Meeting Space Policy

The following are representative policy examples:

Olds Public Library

Town: Population in 2001 6,230

6.0 Meeting Room

Libraries Act Regulation 11.3 (e)

Parts of building managed by the Municipal Library Board, not normally used for library purposes, who may use such facilities and the terms and conditions of use.

The OML has a meeting room that will be available to the residents of the Olds Recreation Board area. The meeting area includes the washroom facilities.

6.1 Responsibility

OML Board undertakes the sole responsibility for the allotment of time and space for the use of the OML meeting room.

6.2 Priority

OML sponsored or co-sponsored programs will have priority over non-library programs, but whenever possible, advance registration will be honoured.

6.3 Conduct

Alcoholic beverages and smoking will not be allowed in the meeting room.

6.4 Purpose of Rental

The renter may not use the meeting room for the purpose of sales.

6.5 Eligible Renters

The use of the meeting room is limited to groups within the Olds Recreation Board area.

6.6 Continuing Reservations

Reservations will not normally be accepted for the meeting room on a continuing basis, except at the discretion of the Board.

6.7 Rental Reservations

Meeting room reservations may be made at the Circulation Desk of OML during regular hours.

6.8 Rental Procedure

When arranging for the meeting room, a rental form must be completed (attached as Schedule E). Fee and deposit are to be paid at this time.

6.9 Renter Responsibilities

The individual or group booking the meeting room is responsible for setting up and putting away chairs and tables (provided OML), and any other furniture or equipment to be used. The room should be left in a neat and orderly condition.

6.10 Janitorial Costs

There may be additional janitorial costs.

6.11 Attachment of Materials

Attaching anything to floors, walls, or doors of meeting room is not allowed.

6.12 Key

The key will be available during library hours on the day of rental, and is to returned as early as possible during library hours the following day.

6.13 Charge

Rental charge for the use of the meeting room will be \$25.00 for each 4 hour session or less, to a maximum of \$75.00 per day, plus a \$5.00 refundable deposit for the key. Such rate may be adjusted at the discretion of the Board.

Chair: _____ Date of
Approval _____

_____ Date of
Amendment _____