**[Name of the Municipality] Library Board**

SAMPLE

**Conditions for Use of Areas of the Library Not Normally Used for Public Service Policy**

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The purpose of this policy is to facilitate the use of the [name] Public Library meeting room by members of the public, while ensuring that the room remains in good repair. The meeting room measures about 450 square feet, and will hold about 40 people comfortably. The meeting room includes 45 chairs, 10 rectangular tables, and a whiteboard.

1. Members of the public must speak to a library staff member and fill out the appropriate form to book the library meeting room.
2. The meeting room is only available for use by the public during regular library open hours. A library staff member will open the meeting room for renters at their scheduled time.
3. As per the library bylaws, the fees for use of the meeting room are as follows. Payment is due in full at the time of booking:
	1. Non-profits, not-for-profit organizations, and private individuals: $10.00 per hour.
	2. For-profit organizations: $20.00 per hour.
4. The Library Board reserves the right to refuse rental requests at its discretion.
5. Renters are responsible for setting up the room for their events and returning the room to its original condition once their activity is complete.
6. Renters will not permit any actions which may be deemed a nuisance, annoyance, or contrary to any federal, provincial, or municipal law or regulation. Renters will obey all library policies.
7. Renters are responsible for the conduct of participants at all times during their rental period and will be held totally responsible for the cost of repairing or replacing lost or damaged equipment, supplies, or furnishings.