

# Centre Hastings Public Library (Madoc)

Policy Number: **OP-08**

Initial Policy Approval: **Nov 2012**

Policy Type: **Operational**

Last Review/Revision: **Dec 2016**

Policy Title: **Meeting Room**

Year of Next Review: **Dec 2020**

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The Centre Hastings Public Library provides a meeting space for public use. The lower level of the library is available provided the following conditions are met.

## REGULATIONS:

1. Booking will be confirmed when signed copies of the Application Form are returned and payment is received.
2. The Applicant is responsible for any damages incurred, and will be required to indemnify The Centre Hastings Public Library Board of any and all Claims of every nature and kind, the cost of which may arise out of, or by reason of, granting this Application.
3. The Centre Hastings Public Library Board accepts no responsibility for lost, damaged, or stolen articles.
4. All organizations must clearly specify their name in advertisements of meetings or events held in the library.
5. No alcoholic beverages may be dispensed or consumed on library property unless all necessary permits are obtained first.
6. No smoking is permitted on library premises.
7. Evening meetings shall be terminated by 10:00pm.
8. Charis and tables are available. Room Capacity: 70 persons seated at tables, 87 persons seated on chairs only.
9. Renter is responsible for set up and tear down. Room must be left as it was found. If kitchenette is used, dishes must be washed, dried and put away, counters washed, and all leftover food removed from fridge.
10. Any issues with the room should be reported to the library as soon as possible.
11. Federal, Provincial and Municipal Laws, By-Laws and Fire Regulations are to be observed at all times.
12. Exhibitions: The Centre Hastings Public Library Board will not become involved in any sales pertaining to exhibits.
13. Exhibitors will be responsible for set up and removal of their displays, and assume all liability and insurance coverage.

| <b>RENTAL FEES:</b>            | <b>FOUR HOURS OR LESS</b> | <b>MORE THAN FOUR HOURS</b> |
|--------------------------------|---------------------------|-----------------------------|
| Registered Non-Profit Agencies | \$25                      | \$50                        |
| Parties/Events/For-Profit      | \$50                      | \$100                       |

## FEES ARE WAIVED FOR THE FOLLOWING ACTIVITIES:

- Weekly meeting of Seniors Club #473
- Library sponsored programs
- Friends of the Madoc Public Library meetings and events
- Chamber of Commerce meetings

Fees for other local on-profit groups may be reduced or waived at the Board's discretion.

**The Centre Hastings Public Library Board reserves the right to accept or refuse a reservation, or cancel any booking at their discretion.**