

Purpose: The Medicine Hat Public Library views its facility resource as a valuable community asset.

Meeting rooms are provided for Library and Library-related programs and meetings. After these needs are met, the meeting room facilities are available to groups and organizations in accordance with this policy as established by the Library Board.

Use of the meeting rooms by any group or organization does not constitute an endorsement by the Library Board of the group's policies or beliefs. The Library reserves the right to attend any meeting held in its facilities.

1. Rental Hours

- 1.1. 9am to 10pm Monday through Friday; Saturday 9am to 7pm and Sunday 1pm to 7pm. Any rentals outside of these hours are subject to approval of the Chief Librarian.

2. Bookings:

- 2.1. All bookings must be made through the designated Library staff member.
- 2.2. All renters booking the theatre and/or meeting rooms must complete a Facility Rental Agreement prior to first time use. Signers of the rental agreement must be eighteen years old or older.
- 2.3. Bookings requiring staff assistance for set-up of the room or instruction on use of library equipment must be made in advance. It is the renter's responsibility to arrange an appointment well in advance if they require instruction in the use of library equipment.
- 2.4. Facilities will not be rented on statutory holidays or days when the Library is closed unless specifically approved by the Chief Librarian.
- 2.5. An additional charge will be levied to renters booking Library facilities for time periods occurring fully or partially outside of rental hours.
- 2.6. Renters booking the theatre for the purpose of a theatre production or event will be charged the flat daily rate for all days the theatre is unavailable to other groups due to rehearsals, in addition to the rental fees for the actual production or event times.
- 2.7. All bookings where alcohol will be served must have the prior approval of the Chief Librarian. Renters wanting to serve alcohol must purchase a Liquor Permit and provide the Library with proof of a minimum of one million dollars (\$1,000,000) host liquor liability coverage in which both the City of Medicine Hat and the Medicine Hat Public Library are named as additional insured.
- 2.8. The Board may enter into a separate rental agreement at the Board's discretion.

3. Exemptions:

- 3.1. City of Medicine Hat departments will not be charged rental for meeting rooms or the theatre. However, there will be a charge for all additional costs including after-hours supervision and coffee.
- 3.2. There will be no charge for meetings and functions organized by the Society of Friends of Medicine Hat Public Library and the Shortgrass Library System.

4. Renter Responsibility:
 - 4.1. Rental fees are due upon receipt of a rental invoice and must be paid within thirty (30) days. The Library will not accept new bookings and will cancel existing room bookings for renters with amounts outstanding of 45 days or more from the initial invoice. Overdue accounts may be sent to the Library's collection agency.
 - 4.2. The renter shall be financially responsible to the Board for all loss or damage to the theatre, meeting rooms, equipment or facilities occasioned by any person or persons admitted to the premises by, or acting on behalf of, the renter.
 - 4.2.1. No building or construction of any kind is allowed in the theatre and meeting rooms.
 - 4.2.2. All young adults and children participating in events or productions must be supervised by the renter.
5. Board Responsibility:
 - 5.1. The Medicine Hat Library Board does not undertake any promotion of events by renters using Library facilities.
 - 5.2. The Board will not knowingly permit any individual or groups to use its facilities in contravention of the Criminal Code of Canada, Canadian Charter of Rights and Freedoms, or if the Board has reason to fear a disturbance of the public peace.
 - 5.3. The Library Board assumes no responsibility for the safety, loss or damage of items held on Library premises for the renter.
 - 5.4. The theatre and meeting rooms shall be under the supervision of a Library employee to the extent that the Library employee is authorized to require adherence to this policy and Library Bylaw 8.0 *Admittance to/Conduct in the Building*, including the authority to request that the renter vacate the premises due to inappropriate conduct or overstaying of time.
6. Cancellations:
 - 6.1. Cancellations must be made through the designated Library staff member at least one week in advance of the booking date. The Library reserves the right to apply full charges to renters who provide less notice.
7. Failure to Comply:
 - 7.1. Failure to comply with this policy or Library Bylaw 8.0 may disqualify the renter from further use of the theatre and meeting rooms.
 - 7.2. The decision of the Chief Librarian shall be final in all matters pertaining to the interpretation of this policy.

SCHEDULE D – Meeting Room and Equipment Rental Fees Effective September 1, 2006

Meeting Rooms (Charges)

Legion Room \$12.00/hour

Honor Currie Room \$15.00/hour

Theatre \$30.00/hour

\$60.00/day for days when the theatre is unavailable due to rehearsals, scenery, set-up, storage or production. This fee in addition to the hourly rate.

An additional fee will be charged to groups or organizations booking library facilities for time periods occurring fully or partially outside of hours when the library is staffed. To provide for required staff supervision, a minimum fee of three hours of a library employee's hourly wage will be charged.

Additional fees will be charged for the following:

Coffee \$ 5.00/pot
\$15.00 (52 cup perk)
\$30.00 (100 cup perk)
(Includes cups, napkins, cream, sugar)

VCR/DVD player (in-house use only) \$10.00/day

Screen \$ 5.00/day

AV Equipment (overhead, slide projector) \$20.00/day

LCD projection unit (in-house use only) \$15.00/hour

Goods and Services Tax @ current rate

Medicine Hat Public Library
Facility Rental Agreement

Name of Renter _____

Address _____

Phone _____ Contact Person _____

Date(s) of Rental _____

Time(s) _____

Date	Facility/Equipment	Cost per Hour	Number of Hours	Total

(GST Registration #R119036879)

I agree to follow all conditions as outlined in the attached Rental of Facilities Policy and Schedule D: Meeting Room and Equipment Rental Fees.

(Signature)

(Date)

(Name in Print)

(Phone number)