

Purpose: The Medicine Hat Public Library offers safe and welcoming spaces and views its facility resource as a valuable community asset.

Meeting rooms and/or the theatre 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 Board.

Use of the meeting rooms by any group or organization does not constitute an endorsement by the Board of the group's policies or beliefs.

1. Rental Hours

- 1.1. Rooms are available to book during the Library's opening hours. Facilities will not be rented on statutory holidays when the Library is closed. Any rentals outside of these hours are subject to approval of the Chief Librarian or designate.

2. Bookings:

- 2.1. All bookings must be made through the designated Library staff member.
- 2.2. Renters booking the meeting rooms and/or theatre may be required to complete a Facility Rental Agreement prior to 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 in advance if they require instruction in the use of library equipment.
- 2.4. An additional charge will be levied to renters booking Library facilities for time periods occurring fully or partially outside of rental hours.
- 2.5. 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.
- 2.6. 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.
- 2.7. The Library provides a basic level of support of audio-visual (AV) and other equipment. Special requirements for equipment and/or support must be made in advance and may be subject to extra charges.

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.
  - 4.3. The maximum occupancy is not to exceed the fire code regulations, as posted in each room.
5. Board Responsibility:
  - 5.1. The 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 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 staff member to the extent that the Library staff member 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.
  - 5.5. The Board reserves the right to attend any meeting held in its facilities.
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 C – Meeting Room and Equipment Fees**

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Meeting Rooms (Charges)

Legion Room	\$12.00/hour
Honor Currie Room	\$15.00/hour
Training Room	\$30.00/hour
Theatre	\$30.00/hour including rehearsals, scenery, set-up, storage, take down, or production.

An additional fee will be charged to groups or organizations with special permission to book 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)
Photocopying and Printing	\$0.10 black and white \$0.50 colour
Faxing (per page)	\$.50
TV and/or DVD player (in-house use only)	\$10.00/day
In-house Projection unit	\$15.00/day
Gaming console and associated hardware with TV or projector (in-house use only)	\$20.00/day
AV Equipment (e.g. overhead projector)	\$20.00/day

Goods and Services Tax @ current rate.

The Board may enter into a separate rental agreement at the Board's discretion.

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 C: Meeting Room and Equipment Fees.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name in Print)

\_\_\_\_\_  
(Phone number)