

ROOM USE POLICY
WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY

Board Approved: November 6, 2008

Revised: November 4, 2009

Revised: April 8, 2010

Revised: June 10, 2010

Revised: November 4, 2010

Revised: December 2, 2010

PREFACE

The Room Use Policy replaces the Room Rental Policy dated September 8, 2005. The rooms covered under the Room Use Policy are: the Mayor's Youth Program Room, Crossen Room, CIBC Training Room, Genealogy Room. The two shared program rooms located in the main lobby area of the Leisure Centre are not regulated by this policy.

GENERAL

The Crossen Room and the CIBC Training Room are first and foremost for library sponsored programs. When not in use for library programs, the rooms are available to profit and non-profit organizations, with some limitations. The Library rooms are not available for raffles, bingos, lotteries, gambling, petition, business promotions, or sale of goods or services. Food is not permitted in these rooms. The Whitchurch-Stouffville Public Library has the right to refuse any applications or cancel any booking.

RESERVATIONS

The Crossen Room and the CIBC Training Room are subject to the following criteria:

- A room may be reserved for any day the library is open.
- There is a maximum fifteen (15) minute late time, unless the user has notified the library that he/she will be late.
- The room booking is subject to loss of privileges by individuals or groups for excessive no shows or cancellations and **only one extension per booking is permitted,**
- The room booking is limited to a start time of more than thirty (30) minutes before the library closing time,
- The room booking is subject to a prompt closing time of five (5) minutes before the library closing time.
- Room reservations may be made at the information desk by telephone or in person.
- ID (library card or driver's license) is required upon check in, and will be recorded.
- Payment is required upon check in, and will be receipted.
- A valid Whitchurch-Stouffville Public Library card is required to book and/or use a room without a charge.

EXEMPTIONS

The Genealogy Room is reserved for genealogists only. Drinks are not permitted in the Genealogy Room.

The Mayor's Youth Program Room is open on a first-come, first-served basis to youths who wish to study together or to work on a group project. It is not intended to be used as a lounge area. Users must adhere to the responsibilities outlined below.

FEES

- Rooms are free of charge for non profit groups, individuals doing independent study and volunteer tutors.
- Non paying users may only book one reservation at a time for a maximum of 3 hours.
- When they arrive at the library, non paying users may extend a reservation as needed for the rest of the day.
- No admission may be charged for meetings scheduled in these rooms.
- 'For profit' groups (businesses) and individuals (ie, tutors) are charged \$22.12 plus HST per hour. The minimum time that the room can be booked is 1 hour.

USER RESPONSIBILITY

Users accept full responsibility for damages to the furnishings and equipment during the room use period.

- Users assume responsibility for loss or damage to their goods. The library accepts no responsibility for lost or stolen articles.
- Federal, provincial and municipal laws, by-laws and fire regulations must be observed at all times.
- The library is a smoke free building, in compliance with Municipal By-law #91-73.
- Drinks (coffee and pop) are permitted in study rooms. However, all cans and cups must be thrown out. Rooms must be left tidy. Any spills must immediately be reported to the library staff.
- Users must be respectful of others in the library. Rooms are not soundproof.
- Room must be left configured as found.
- For security reasons, blinds must remain open while the room is being used.
- The library reserves the right to refuse use of the rooms, if policies are not adhered to.

POLICY REVISION

This statement of policy will be revised as time and circumstances require.