

- 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.
- The library reserves the right to refuse use of the rooms, if policies are not adhered to.

## **ROOM USE POLICY WHITCHURCH-STOUFFVILLE PUBLIC LIBRARY**



### **GENERAL**

The rooms covered under the Room Use Policy are: Mayor's Youth Room, Crossen Room, CIBC Training Room, Genealogy Room. Rooms 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. The Whitchurch-Stouffville Public Library has the right to refuse any applications or cancel any booking.

**Whitchurch-Stouffville  
Public Library  
30 Burkholder Street  
Stouffville, ON  
L4A 4K1**

**Tel: 905/642-READ (7323)  
Fax: 905/640-1384  
[www.whitchurch-library.on.ca](http://www.whitchurch-library.on.ca)**

Policy Revised: November 6, 2008

## RESERVATIONS

The Crossen Room and 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.
- 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 licence) is required upon check in, and will be recorded.
- Payment is required upon check in, and will be receipted.

## EXEMPTIONS

The Genealogy Room is reserved for genealogists only. Food is 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 group projects. It is not to be used as a lounge area. Users must adhere to the responsibilities listed below.

## FEES

- Rooms are free of charge for non profit groups, individuals doing independent study and teenage tutors.
- No admission may be charged for meetings scheduled in these rooms.
- 'For profit' groups (businesses, individuals, ie, tutors) are charged \$20.00 per hour. The minimal 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.



