

**La BIBLIOTHEQUE de BEAUMONT LIBRARY
BOARD OF DIRECTORS POLICY**

Policy Section: Operational

Policy Number: O-09

PROGRAM ROOM BOOKING

Date Approved: SEP 1 1 2017

Valid To: SEP 1 1 2020

Replaces: ~~Policy 16, February 13, 2006~~ ^{0-09 APRIL 28} ~~2014~~ Board Chair: 

The Bibliothèque de Beaumont Library will rent its Program Room to individuals and community groups, on a first come first served basis, at a fee of \$25.00 per hour. Availability of the Program Room depends on the Library Program schedule as well as the operational hours of the Library. By signing the Room Rental Agreement, the renter agrees to the following:

1. Priority will be given to Library Programs, the Library Board, and their committees. Should an emergency or unforeseen situation arise, the Library Manager reserves the right to modify the arrangements with the renter.
2. The person signing the Agreement must be at least 18 years of age and shall assume all responsibility for the Program Room for the duration of the rental period.
3. Users are responsible for their own set up and cleanup of the Program Room and the adjoining bathrooms and foyer, if applicable. Cleanup includes the premises are left neat and tidy, with floors are free of spills or litter, tables wiped, and tables and chairs returned to their original places.
4. Smoking is prohibited anywhere in the Library or within 6 metres of the entrance outside of the Library.
5. Damages or problems must be brought to the attention of Library staff immediately. Furthermore, the facility will be examined for damages and cleanliness following the booking. If necessary, a minimum fee of \$100.00, up to the actual cost of cleaning and/or repair, will be levied.
6. The Beaumont Library, its staff, agents or assigns shall not be held liable for any losses or damages to users' equipment or supplies, however caused.