



COMMUNITY USE POLICY

The purpose of this policy is to maximize the benefit of public library spaces for the communities they serve.

The Eastern Counties Regional Library Board will allow *not-for-profit groups to rent meeting space in any of our 7 branch library locations when those locations are not open to the public for library operations or events. ECRL staff must be present during this after-hours use and the cost for rental is \$20 per hour. Alternatively, where the attendant responsible ECRL staff are group participants the ECRL Board may waive the rental fee.

- The Board reserves the right to accept or reject requests for the use of library space.
- Libraries are not available for private social functions such as parties, banquets, showers, etc.
- The library may open for special events outside of regular business hours however full library services will not be available and event volunteers must be on hand to assist a library staff representative with monitoring the building, closing up, etc.
- Normal services of the Library are not to be disturbed by any after-hours use of the library.

CARE OF FACILITIES:

- Group is held responsible for any damaged or lost items.
- Group is responsible for arrangement and the stacking of chairs and cleaning up of kitchen facilities.
- Room must be left in original condition. Library staff is not responsible for clean-up.

***Please note: future bookings from any group causing damage or failing to comply with the library's Community Room policies may be denied.

ALCOHOLIC BEVERAGES & SMOKING:

- Smoking is not permitted.
- Alcoholic beverages are not permitted. Exceptions may be made for partner organizations wishing to serve wine at a non-profit function. It is their responsibility to apply for a liquor license and food and wine served must be free of charge.

FEES:

Groups are not permitted to charge an admittance fee or to sell any items unless prior consultation has taken place with the library board and/or library management. Acceptable instances include:

- Non-profit groups may charge a small fee for workshops to cover the cost of materials.
- Non-profit organizations may fundraise by selling items in keeping with the artistic and cultural intent of the library (i.e. books and artwork).

**LIABILITY:**

Library Board is not responsible for the loss, theft or damage to any supplies or equipment owned or leased by the group.

Booking Procedures:

- Should be made at least one week in advance of meeting date.
- Please call the branch library location to arrange the date and time.

*Not-for-profit groups are created to benefit the community. Activities of a not-for-profit organization may be of a patriotic, national, charitable, philanthropic, religious, professional, or athletic nature without monetary gain. In certain circumstances a not-for-profit organization may engage in revenue producing activities and earn a profit, however these activities are to be conducted solely to further the principal objectives of the organization. (From Canada Business Ontario <http://www.cbo-eco.ca/en/index.cfm/guides/not-for-profit-info-guide/>)