



## Community Use Policy

Approved by: Eastern Counties Regional Library Board  
Approved Date: September 19, 2019  
Effective Date: September 23, 2019

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

Eastern Counties Regional Library (ECRL) will allow not-for-profit\* groups to rent space for meetings or special events in any of our 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. The cost for rental is \$20 per hour.

- ECRL reserves the right to accept or reject requests for the use of library space.
- Full library services will not be available during after-hours meetings or events.
- Libraries are not available for private social functions such as parties, banquets, showers, etc.
- Normal services of the Library are not to be disturbed by any after-hours use of the library.

Some ECRL branches have dedicated meeting spaces separate from the library space. There is no cost for members of the public to book these meeting spaces during regular library hours.

### Care of Facilities

- Renting group is held responsible for any damaged or lost items.
- Renting 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 Use Policy may be denied.

### Alcoholic Beverages & Smoking

- Smoking is not permitted.
- Alcoholic beverages are not permitted.

## Fees

Groups are not permitted to charge an admittance fee or to sell any items unless prior consultation has taken place with the ECRL 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

- Requests for booking should be made at least one week in advance of meeting date.
- Inquiries should be directed to library staff at the desired library location.

## Questions?

If you have any questions or concerns about this policy or its related procedures please contact the Chief Librarian at 902-747-2597.

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\*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/> )

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