

Section of Manual Gravenhurst Public Library	Effective Date Revised May 16, 2007
Subject Meeting Rooms	Policy No. 36

POLICY

The public has the right to use the Library's facilities recognizing the public ownership of the Gravenhurst Public Library.

PURPOSE

To ensure that the meeting room is available to the public on an equitable basis.

PROCEDURE

- The Maud-Mary Swalm Program Room is available for rental by local organizations. This room, on the Library's main floor, measures 19 by 25 feet and has coffee facilities. It has four 6-foot rectangular tables and 30 chairs. An overhead projector and screen are available. Washrooms are located on the main floor of the Library
- Rates:
 - \$20.00 for one hour, during hours when the Library is open
 - \$40.00 for up to three hours, during hours when the Library is open.
 - A \$20.00 charge, in addition to the hourly rate, will be made for bookings outside regular Library hours

Regular room reservations may be made for periods up to six months. All rental fees will be due upon receipt of the application, a minimum of one week before the booking date.

- Organizations are responsible for setting up and returning the configuration of the room to its original state.
- The Gravenhurst Public Library Board will not be responsible for personal injury or damage, loss or theft of any items left on the premises, with or without permission.
- The organizations using the program room shall be responsible for the conduct and supervision of all persons admitted to their event. The Library reserves the right to ask the organization or any individuals to vacate the program room if the rules of the Library, including the rules established by this policy, are not followed.
- The organization using the program room is responsible for damage to the building, furniture and equipment.

- The Gravenhurst Public Library Board reserves the right to refuse or revoke any request for the rental of the program room.
- Regulations regarding the use of the program room are subject to change at any time by the Gravenhurst Public Library Board to accommodate circumstances.
- In considering rental proposals for the Maud-Mary Swalm Program Room, the intent of the Gravenhurst Public Library Board is to foster a spirit of community service, not solely to promote commercial ventures and final arrangements will be made at the discretion of the Chief Librarian.