

APPENDIX A
Policy #301
USAGE SCHEDULE
BON ACCORD PUBLIC LIBRARY
Room and Equipment Rental Policy

The Bon Accord Public Library welcomes the use of its program room. The Library has one room that is used for library and library-related programs and meetings but is also available for rental by groups and organizations. All rentals will be subject to the terms defined by this policy.

1. Use of the meeting room by a group or organization does not constitute endorsement by the Library Board of that group or organization's beliefs or policies. Programs must not contravene the *Criminal Code of Canada, Provincial Rules & Regulations, and Municipal Bi-laws*. The Library Manager reserves the right to refuse a booking.
2. Promotional materials must not imply or suggest that the library is endorsing the program and must contain the following disclaimer: *This program is not sponsored by the Bon Accord Public Library and the Library carries no responsibility for its content.*
3. The Bon Accord Public Library is a non-smoking facility. Alcohol consumption is not permitted in the meeting room except under special arrangements and with proof of a valid liquor license.
4. The booking will be confirmed upon receipt of the completed agreement form. Bookings may be cancelled up to 1 week before the rental with no cost. Bookings cancelled between 1 week and 48 hours before the rental will be charged a 10% administrative fee. Bookings not cancelled, or cancelled less than 48 hours before the rental, will be charged the full rental cost.
5. Any damage to the Bon Accord Public Library building and/or its equipment must be repaired or replaced at the renter's expense.
6. The library accepts no responsibility for lost or stolen articles.
7. Tables and chairs are available at the library. The set up and cleaning of the room is the responsibility of the group or organization.
8. The use of library facilities shall be subject to the supervision of the library staff. Keys to the facility shall not be provided to individuals or organizations renting the room.
9. A representative of the organization must sign a rental agreement stating that they have read the policy and agree to its terms.

Room Rental Rates

- If booking takes place during regular library hours: \$30.00 for ½ day (4hrs), \$50.00 for full day (5-8 hrs)
- If booking takes place outside of library regular hours, or booking starts and/or ends when library is closed: \$30.00 for ½ day (4hrs), \$50.00 for full day (5-8 hrs) + number of hours a library staff will have to be present to facilitate access to the room (minimum of 3 hours) x \$20.00.

BON ACCORD PUBLIC LIBRARY

Room and Equipment Rental Agreement

ORGANIZATION _____ CONTACT NAME _____
 ADDRESS _____ CITY / POSTAL CODE _____
 PHONE NO. _____ NATURE OF MEETING _____
 EMAIL ADDRESS _____

Day(s) Required	Date Required	Time Required	# Attending
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Equipment Required			Rental Charges
1/2 day rental (max 4hrs) # of days	x \$30		\$
Full day rental (5-8hrs) # of days	x \$50		\$
Library Staff (if applicable) \$20 x	# of hrs (min of 3 hrs)		\$
Chairs: total number			Incl. in room rental fee
Tables: total number			Incl. in room rental fee
Coffee Urn = \$10/day			\$
			\$
Total charges:			\$

I have read and agree to the terms of the Bon Accord Public Library Room and Equipment Rental Policy.

Name: _____

Date: _____

Signature: _____

Please forward payment in the amount of \$ _____

(STAFF TO COMPLETE THIS SECTION)

Payment Received (please check one) ☐ Cash ☐ Cheque Staff initials:

Reviewed May 14, 2022