

GRAND VALLEY PUBLIC LIBRARY POLICY

MCGINNIS ROOM

Date of Review: Feb. 13, 2013

Chairperson's Signature:

According to the Public Library Act of the Province of Ontario a Library Board shall make rules "regulating matters connected with the management of the library and library property" and further "a board may impose such fees as it considers proper for use of the part or parts of a building that are not being used for public library purposes".

Therefore the Grand Valley Public Library board endorses the following policy in respect to the McGinnis Room of the Grand Valley Public Library.

1.1 AVAILABILITY OF ROOM

Community use will be permitted provided the room is not required by the Library Board for their meetings or programs.

1.2 MAXIMUM ACCOMMODATION

Regulations of the Grand Valley Health & Safety Committee limiting the number of persons in the meeting room area will be enforced.

1.3 RESERVING OF ROOM

All requests must be received by the CEO at least two (2) weeks prior to date requested. Advance bookings will be limited to a period of two months.

1.4 PUBLICITY

Proposed promotional material must be submitted at the time of application. Applicant must have approval of CEO before using such material.

1.5 ALCOHOLIC BEVERAGES

The use of alcoholic beverages is entirely prohibited.

1.6 DAMAGE TO LIBRARY PROPERTY

Organizations conducting meetings will be held responsible for any damages to library property or equipment and will be charged for same.

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1.7 LIBRARY INDEMNIFICATION AGAINST CLAIMS

The organization applying to use the McGinnis room agrees to indemnify the Grand Valley Public Library Board against any and all claims of every nature and kind, the costs of which may arise out of or by reason of the granting of its application. The Library Board is not responsible for theft, damage, or loss of property belonging to the group or anyone attending a meeting.

1.8 LIBRARY STAFF ATTENDANCE

A Library Staff or Board Member may attend any event, meeting or course held in the McGinnis Room - free of charge - for the purpose of reviewing the groups' compliance with Library Board Policy.

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1.9 FEES

CATEGORY 1

Groups eligible for free use of program room

- Members of Council for constituency meetings.
- M.P.'s and M.P.P.'s
- Group programs cosponsored by the Library
- registered nonprofit community groups in The Town of Grand Valley, Amaranth and East Garafraxa.

CATEGORY 2

Groups eligible for a fee commensurate with cost to Library

- groups in Grand Valley, Contracting Municipalities sponsoring educational open public programs

CATEGORY 3

Groups liable for commercial room rental fees

- business or commercial agencies or organizations
- groups conducting educational programs where a fee is charged
- special interest groups charging membership dues
- individual persons

EXCEPTIONAL REQUESTS FOR THE USE OF THE PROGRAM ROOM TO BE LEFT TO THE DISCRETION OF THE LIBRARY BOARD.

THE LIBRARY BOARD RESERVES THE RIGHT TO WITHDRAW ITS APPROVAL UPON FAILURE TO ADHERE TO THE POLICY STATED ABOVE, OR UPON TWO(2) WEEKS NOTICE PRIOR TO THE LAST DAY BOOKED, SHOULD SPACE BE REQUIRED FOR LIBRARY PURPOSES.

GRAND VALLEY PUBLIC LIBRARY
Box 129
Grand Valley, Ontario
L0N 1G0

Chief Executive Officer – Ms. Shann Leighton

MCGINNIS ROOM APPLICATION

NAME OF GROUP OR INDIVIDUAL _____

CONTACT PERSON _____ PHONE #: _____

CONTACT ADDRESS _____

DATE(S) REQUIRED _____ HOURS FROM _____ TO _____

FACILITIES NEEDED _____ FEE \$25.00 _____

DESCRIPTION OF EVENT _____

ATTENDANCE ESTIMATE _____ (MAXIMUM OCCUPANCY 34 PEOPLE)

It is understood and agreed between the applicant and the Grand Valley Public Library Board that the following regulations have been read and will be observed.

1. The applicant is responsible for any damages incurred, as a result of the event described on this application, to library property or equipment and agrees to indemnify the Grand Valley Public Library Board for said damages resulting from this application.
2. The Library Board reserves the right to refuse any application. The applicant or Library may cancel a reservation upon written notification at least two (2) weeks prior to the event. Shorter notice, on the part of the applicant, will result in forfeiture of all rental fees.
3. All events must end by 11:00 p.m. Any event that is conducted outside regular Library hours will result in extra costs that are the responsibility of the applicant.
4. Smoking and the consumption of alcohol is not permitted in the Library.
5. All fees must be paid upon confirmation of the reservation. Please make cheques payable to the Grand Valley Public Library.

Signature of applicant _____

CONFIRMATION OF RESERVATION

THE RESERVATION AS SPECIFIED ABOVE IS CONFIRMED.

DATE _____ AUTHORIZED BY: _____

Revised and approved Feb. 13, 2013

