



Request for Use of Library Public Meeting Rooms

Date Required:
Time Period Required:
Name of Individual/Group:
Purpose of Event:
Number of Persons Attending Meeting/Event:
Fee (if applicable) to be paid:
Refreshments will be served (Yes or No):
Name and Phone # for Contact Person:

The undersigned, on behalf of the meeting room users, agrees to 'Regulations for Use of Library Space.'

Name of Applicant: _____

Signature of Applicant: _____

Date: _____

Approved by: _____

Date: _____



Selwyn Public Library Regulations for Use of Library Space

- Smoking, vaping, nuts and scents are not permitted in Library Public Meeting Rooms
- Sales of goods are not permitted unless authorized by the Library except for: books sold at author readings or book signings.
- Activities must be confined to the Meeting Room or designated space.
- Setup of the room is the responsibility of the user; the library provides tables and chairs ; arrangements for other equipment (if available) must be arranged in advance.
- The applicant is responsible for leaving the area clean and with the original setup of chairs and tables.
- Use of the Meeting Room/Space must not disrupt use of the Library by others.
- Granting of permission to use the Meeting room/space does not constitute an endorsement by the Library of users or their beliefs.
- Meetings should normally be scheduled within supervised library hours; any exceptions must be approved by Branch Librarian in advance.
- The applicant is responsible for supervising attendees.
- The applicant is liable for damages to the facility and/or equipment.
- The Library Staff and Board are not liable for personal injury or damage, loss or theft of personal items, etc.
- The Library has the right to cancel a booking upon breach of conditions.
- The undersigned, on behalf of the meeting room users, agrees to the attached 'Responsibilities for Users of Library Space' and has read and agreed to the conditions in Policy 4.4.1 Community Space and Public Meeting Rooms.

APPROVED CHARGES Selwyn Public Library January, 2020

Fines

20 cents per day per item ; **Maximum 2.00 per item**

DVD's: \$1.00 per day per item ; **Maximum \$5.00 per item**

*When a borrower has over \$20.00 in fines and/or replacement charges, borrowing privileges will be suspended until the fines are paid.

Lost cards

No charge first card; \$2.00 for replacement

Lost or Damaged Items

Exact cost of item as recorded in library database

Replacement items accepted only if exact item, or approved by Branch Librarian

If original/current cost not available, charges shall be the price of a comparative book, as determined by Library Services Centre yearly average book cost:

2020 Average Prices:

Hardcover	Adult: \$39.50 non-fiction, \$36.00 fiction Juvenile: \$23.00 non-fiction, \$20.00 fiction
Trade Paperbacks	Adult: \$28.00 non-fiction, \$24.00 fiction Juvenile: \$15.00 non-fiction, \$13.00 fiction
Mass Market Paperbacks	Adult & Juvenile Paperbacks - \$10.00
DVDs	Adult: \$34.00; Juvenile \$19.00
Books on CD	Adult \$55.00 Juvenile: \$44.50 Juvenile Book & CD \$20.00
Magazines	Cover price, current year only

Faxing/Scanning/Photocopying/Printing:

Sending	Local: \$1.00 per page \$5.00 flat rate for 5-9 pages, 50 cents per page for 10+ pages ----- Long distance/US \$2.00 first page, \$1.00 each additional page International \$5.00 first page, \$1.00 each additional page
Receiving	\$1.00 per page
Scanning	20 cents per page
Photocopies	20 cents per page
Printing	20 cents per page

Library Public Meeting Room Rental:

Public benefit non-profit groups – No charge or by donation

For profit organizations or those charging admission - \$25 /session (3-4 hrs)

Birthday parties or special events - \$25 /session (3-4 hrs)

General Room Rental - \$25

Charges may be adjusted on a case by case basis by the CEO or Branch Librarian.

Lakefield Library Centennial Room recommended occupancy – 50 seated, 80 standing

Bridgenorth Library Program Room recommended occupancy - 12 seated, 20 standing